

Which Security Tool When?

A Guide To Microsoft Collaboration Security

September 2021

Microsoft
Partner



Gold Application Development
Gold Collaboration and Content
Gold Cloud Productivity
Gold Messaging
Gold Datacenter

Collaborate with Confidence

Accessible content is available upon request.

We Are AvePoint

Leader in Microsoft 365 data management solutions



 AvePoint[®] is headquartered in Jersey City, NJ, with approximately 1,500 employees across 29 offices, 14 countries, and five continents.



25%
Fortune 500



7M
Cloud Users



88
Countries



7
Continents

**Microsoft
Partner**


5x
Partner of the Year
Award Winner

AVPT
NASDAQ



Let's connect!



John Peluso

CTO, AvePoint Public Sector

Chief Product Officer



AvePoint Inc.



Jersey City, NJ



Microsoft
Regional Director



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<https://johnpeluso.me>





John Hodges

SVP of Product Strategy



AvePoint, Inc.



Hilo, HI



john.hodges@avepoint.com



[in/johndhodes](https://www.linkedin.com/in/johndhodes)



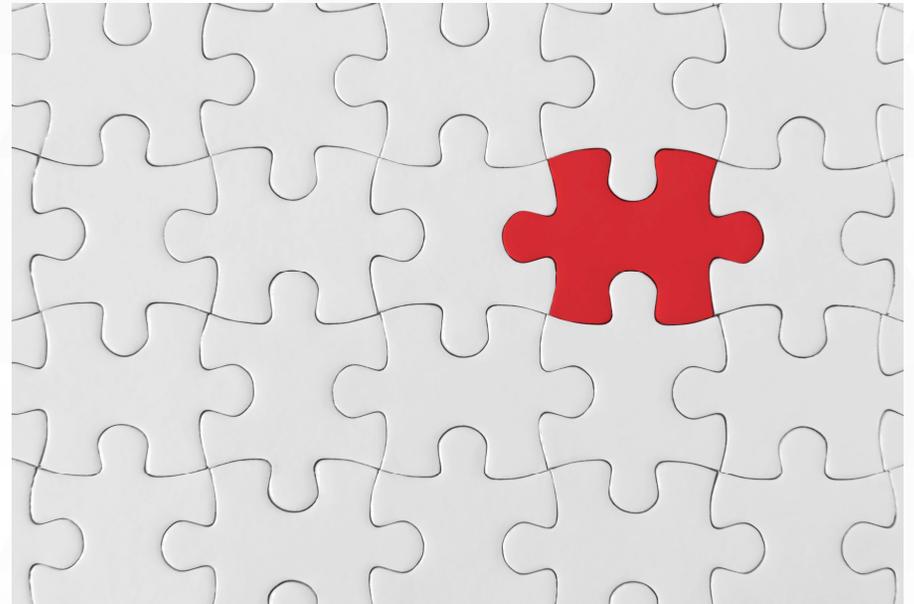
<https://www.avepoint.com/blog/author/john-hodgesavepoint-com/>



So What Are We Talking About Today?

How the “layers” of security in M365 fit together... and where they don't!

- Securing *Identity*
- Securing *Data*
- Securing *Workspaces*
- Putting it all together...



Establishing “Identity” with Azure AD

Slide 7

- A5** Changed this to third person to be consistent with rest of click through.
Author, 8/29/2019
- A6** I've rewritten this to keep Deana as the hero to match the previous section.
Author, 8/29/2019

- Create a resource
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- Home > Contoso - Overview
- ### Contoso - Overview
- Azure Active Directory
- Search (Ctrl+/)
- Overview
 - Getting started
 - Manage
 - Users
 - Groups
 - Organizational relationships
 - Roles and administrators
 - Enterprise applications
 - Devices
 - App registrations
 - Identity Governance
 - Application proxy
 - Licenses
 - Azure AD Connect
 - Custom domain names

Switch directory Delete directory

M365x875773.onmicrosoft.com

Contoso

Azure AD Premium P2

Sign-ins

Date	Sign-ins
Jun 30	0
Jul 7	0
Jul 14	0
Jul 18	400
Jul 19	200
Jul 20	400
Jul 21	1200

What's new in Azure AD

Stay up to date with the latest release notes and blog posts.

26 entries since April 20, 2018. [View archive](#)

All services (26) New feature

Documentation

Your role

Global administrator and 2 other roles [More info](#)

Find

Users

Azure AD Connect sync

Status	Not enabled
Last sync	Sync has never run

Create

- User
- Guest user
- Group

Slide 8

A9 This is just feature bullets. I've rewritten to match tone with the other slides. Please confirm this accurately describes the scenario.

Author, 8/29/2019

Conditional Access

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 - Custom controls (preview)
 - Terms of use
 - VPN connectivity
 - Classic policies
- Troubleshooting + Support
 - Troubleshoot
 - New support request

[+ New policy](#) | [What If](#) | [Got feedback?](#)

i Interested in understanding the impact of the policies on a user sign-in? Check out the "What If" tool. [→](#)

POLICY NAME	ENABLED
Baseline policy: Require MFA for admins (Preview)	...
Baseline policy: End user protection (Preview)	...
Baseline policy: Block legacy authentication (Preview)	...
Baseline policy: Require MFA for Service Management (Preview)	...
Require two-factor authentication for BrowserStack	✓ ...

Baseline policy: Require M... □ ×

Policies

Name

This policy requires **multi-factor authentication (MFA)** for the following directory roles:

- Global Administrator
- SharePoint Administrator
- Exchange Administrator
- Conditional Access Administrator
- Security Administrator
- Helpdesk Administrator/Password Administrator
- Billing Administrator
- User Administrator

This policy also blocks legacy authentication.

[Learn more](#)

Enable policy
 Use policy immediately
 Do not use policy

Save

- + Create a resource
- Home
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Baseline policy: Require M... □ ×

Policies

Name
Baseline policy: Require MFA for admins (...)

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- User Administrator

This policy also blocks legacy authentication.

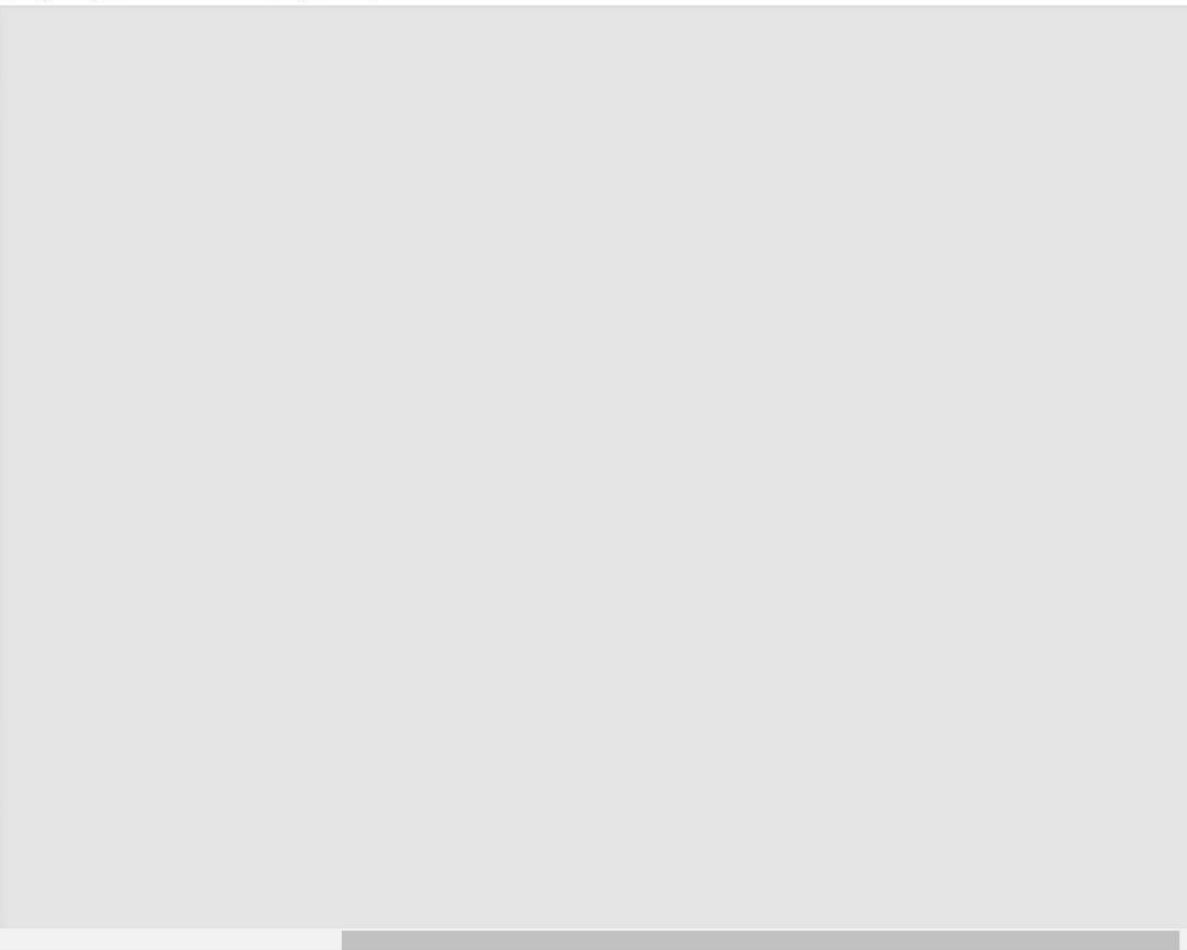
[Learn more](#)

Enable policy

Use policy immediately

Do not use policy

[Save](#)



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Interested in understanding the impact of the policies on a user sign-in? Check out the "What If" tool. →

Successfully updated Baseline policy: Require MFA for admins (Preview). Policy will be enabled in a few minutes if you have "Enable policy" set to "On".

POLICY NAME	ENABLED
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Baseline policy: End user protection (Preview)	
Baseline policy: Block legacy authentication (Preview)	
Baseline policy: Require MFA for Service Management (Preview)	
Require two-factor authentication for BrowserStack	✓

- Home
- Sites
 - Active sites
 - Deleted sites
- Policies
 - Sharing
 - Access control
- Settings
- Classic features
- OneDrive admin center
- Data migration

Access control

Use these settings to restrict how users are allowed to access content in SharePoint and OneDrive.

Unmanaged devices
Restrict access from devices that aren't compliant or joined to a domain.

Idle session sign-out
Automatically sign out users from inactive browser sessions.

Network location
Allow access only from specific IP addresses.

Apps that don't use modern authentication
Block access from Office 2010 and other apps that can't enforce device-based restrictions.



- Home
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Access control

Use these settings to restrict how users are allowed to access your organization's resources.

Unmanaged devices
Restrict access from devices that aren't compliant with your organization's security requirements.

Idle session sign-out
Automatically sign out users from inactive browser sessions.

Network location
Allow access only from specific IP addresses.

Apps that don't use modern authentication
Block access from Office 2010 and other apps that don't use modern authentication.

Unmanaged devices

The setting you select here will apply to all users in your organization. To customize conditional access policies, save your selection and go to the [Azure AD admin center](#).

- Allow full access from desktop apps, mobile apps, and the web
- Allow limited, web-only access
- Block access

If you don't want to limit or block access organization-wide, you can do so for specific sites. [Learn how](#)

Save Cancel

- Home
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Access control

Use these settings to restrict how users are allowed to access resources.

Unmanaged devices
Restrict access from devices that aren't compliant with your organization's security requirements.

Idle session sign-out
Automatically sign out users from inactive browser sessions.

Network location
Allow access only from specific IP addresses.

Apps that don't use modern authentication
Block access from Office 2010 and other apps that don't use modern authentication.

Unmanaged devices

i We will automatically change the "Apps that don't use modern authentication" setting to block access (because these apps can't enforce this device-based restriction).

The setting you select here will apply to all users in your organization. To customize conditional access policies, save your selection and go to the [Azure AD admin center](#).

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Save **Cancel**

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Require two-factor authentication for BrowserStack	✓	...
[SharePoint admin center]Use app-enforced Restrictions for browser access - 201...	✓	...

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Conditional Access - Policies

Azure Active Directory

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Require two-factor authentication for BrowserStack	✓	...
[SharePoint admin center]Use app-enforced Restrictions for browser access - 201...	✓	...

✓ Successfully updated [SharePoint admin c... 3:45 PM
Successfully updated [SharePoint admin center]Use app-enforced Restrictions for browser access - 2019/07/26. Policy will be enabled in a few minutes if you have "Enable policy" set to "On".

Good afternoon

Install Office ▾

Start new ▾ Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Yammer

Admin All apps

Recommended ◀ ▶

You edited this Sun at 4:50 AM Product Launch	You edited this Sun at 4:44 AM Marketing Deck v1	You edited this Sun at 4:51 AM Fabrikam3DPrinterBrochure	You edited this Sun at 4:43 AM Introducin
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Access Denied

Due to organizational policies, you can't access this resource from this untrusted device.

Here are a few ideas:

-  Please contact your organization.

If this problem persists, contact your support team and include these technical details:

Correlation ID: d22af49e-6005-0000-40ff-2eca6e97090b

Date and Time: 7/26/2019 3:56:49 PM

Issue Type: User has encountered a policy issue.

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Home > Contoso > Conditional Access - Terms of use

- Conditional Access - Terms of use
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Conditional Access - Terms of use

[New terms](#) [Edit terms](#) [Delete terms](#) [View audit logs](#) [View selected audit logs](#) [More](#)

NAME	ACCEPTED	DECLINED
No terms of use to display		

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New terms of use

Terms of use

Create and upload documents

* Name ⓘ

* Display name ⓘ

Terms of use document ⓘ

+ Add language

Require users to expand the terms of use ⓘ

Require users to consent on every device ⓘ

Expire consents ⓘ

Duration before re-acceptance required (days) ⓘ

Conditional access

Create

Microsoft Azure

- Create a resource
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https://portal.azure.com/#blade/Microsoft_AAD_IAM/ConditionalAccessBlade/TermsOfUse

Open
This PC > Downloads

Organize New folder

	Name	Date modified	Type	Size
Quick access				
Desktop				
Downloads				
Documents				
Pictures				
media				
Music				
Tools				
Videos				
OneDrive - 3sharp LLC				
This PC				
Network				

ToUPDF.pdf	7/29/2019 11:25 AM	PDF File	300 KB
------------	--------------------	----------	--------

File name: PDF File (*.pdf)

Create

M365x87577...
CONTOSO

Open

This PC > Downloads

Search Downloads

Organize New folder

- Quick access
 - Desktop
 - Downloads
 - Documents
 - Pictures
 - media
 - Music
 - Tools
 - Videos
- OneDrive - 3sharp LLC
- This PC
- Network

Name	Date modified	Type	Size
ToUPDF.pdf	7/29/2019 11:25 AM	PDF File	300 KB

File name:

PDF File (*.pdf)

Open Cancel

Open

This PC > Downloads

Search Downloads

Organize New folder

- Quick access
 - Desktop
 - Downloads
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 - Pictures
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Name	Date modified	Type	Size
ToUPDF.pdf	7/29/2019 11:25 AM	PDF File	300 KB

File name: ToUPDF.pdf

PDF File (*.pdf)

Open Cancel

- + Create a resource
- 🏠 Home
- 📊 Dashboard
- ☰ All services
- ★ FAVORITES
- 📁 All resources
- 📁 Resource groups
- 🌐 App Services
- ⚡ Function App
- 🗄️ SQL databases
- 🌌 Azure Cosmos DB
- 🖥️ Virtual machines
- ⚖️ Load balancers
- 📀 Storage accounts
- 🌐 Virtual networks
- 🔑 Azure Active Directory
- 📈 Monitor
- 🛡️ Advisor

New terms of use

Terms of use

Create and upload documents

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Require users to consent on every device ⓘ

Expire consents ⓘ

Duration before re-acceptance required (days) ⓘ

Conditional access

Create

✔️ Upload Completed for ToUPDF.pdf 11:45 AM
299.66 KiB | "Streaming upload"

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Conditional Access - Terms of use

Azure Active Directory

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+ New terms Edit terms Delete terms View audit logs view selected audit logs More

Search for a terms of use

NAME	ACCEPTED	DECLINED
Contoso Terms of Use Policy	0	0

✔ Create terms of use "Contoso Terms of Us... 11:57 AM
Successfully created terms of use "Contoso Terms of Use Policy"

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New

Info

* Name
External User Saas Apps Terms of Use P... ✓

Assignments

Users and groups ⓘ
0 users and groups selected >

Cloud apps or actions ⓘ
No cloud apps or actions sele... >

Conditions ⓘ
0 conditions selected >

Access controls

Grant ⓘ
0 controls selected >

Session ⓘ

Create

Users and groups

Include Exclude

None

All users

Select users and groups

All guest and external users (preview) ⓘ

Directory roles (preview) ⓘ

Users and groups

Done

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Home > Contoso > Conditional Access - Policies > New > Cloud apps or actions

New

Info

* Name
External User Saas Apps Terms of Use P... ✓

Assignments

Users and groups ⓘ
Specific users included >

Cloud apps or actions ⓘ
No cloud apps or actions sele... >

Conditions ⓘ
0 conditions selected >

Access controls

Grant ⓘ
0 controls selected >

Session ⓘ

Create

Cloud apps or actions

Select what this policy applies to

Cloud apps User actions

Include Exclude

None
 All cloud apps
 Select apps

Done

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Info

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Specific users included >

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Conditions ⓘ
0 conditions selected >

Access controls

Grant ⓘ
0 controls selected >

Session ⓘ

Create

Cloud apps or actions

Select what this policy applies to
Cloud apps User actions

Include Exclude

None
 All cloud apps
 Select apps

Select >
None

Done

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Info

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Assignments

- Users and groups ⓘ
- Specific users included >
- Cloud apps or actions ⓘ
- No cloud apps or actions sele... >
- Conditions ⓘ
- 0 conditions selected >

Access controls

- Grant ⓘ
- 0 controls selected >
- Session ⓘ

Create

Cloud apps or actions

Select what this policy applies to

Cloud apps User actions

Include Exclude

None
 All cloud apps
 Select apps

Select
None >

Done

Select

Cloud apps

Applications ⓘ

Search Applications... ✓

- AA Azure Advanced Threat Protection
- Azure Analysis Services
- box Box
- BrowserStack
- Microsoft Azure Information Prot
- MA Microsoft Azure Management

Selected
None >

Select

Create a resource

Home

Dashboard

All services

FAVORITES

All resources

Resource groups

App Services

Function App

SQL databases

Azure Cosmos DB

Virtual machines

Load balancers

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Virtual networks

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Monitor

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Home > Contoso > Conditional Access - Policies > New > Cloud apps or actions > Select

New

Info

* Name

External User SaaS Apps Terms of Use P... ✓

Assignments

Users and groups ⓘ

Specific users included >

Cloud apps or actions ⓘ

No cloud apps or actions sele... >

Conditions ⓘ

0 conditions selected >

Access controls

Grant ⓘ

0 controls selected >

Session ⓘ

Create

Cloud apps or actions

Select what this policy applies to

Cloud apps User actions

Include Exclude

- None
- All cloud apps
- Select apps

Select

None >

Done

Select

Cloud apps

Applications ⓘ

Search Applications... ✓



Office Sway



Outlook Groups



Power BI Service



Salesforce



Skype for Business Online

Selected >

None

Select

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Home > Contoso > Conditional Access - Policies > New > Grant

New

Info

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Assignments

Users and groups ⓘ
Specific users included >

Cloud apps or actions ⓘ
1 app included >

Conditions ⓘ
0 conditions selected >

Access controls

Grant ⓘ
0 controls selected >

Session ⓘ

Create

Grant

Select the controls to be enforced.

Block access

Grant access

Require multi-factor authentication ⓘ

Require device to be marked as compliant ⓘ

Require Hybrid Azure AD joined device ⓘ

Require approved client app ⓘ
[See list of approved client apps](#)

Require app protection policy (preview) ⓘ
[See list of policy protected client apps](#)

Contoso Terms of Use Policy

Select

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- Virtual machines
- Load balancers
- Storage accounts
- Virtual networks
- Azure Active Directory
- Monitor
- Advisor

Home > Contoso > Conditional Access - Policies > New > Grant

New

Info

* Name
External User Saas Apps Terms of Use P... ✓

Assignments

Users and groups ⓘ
Specific users included >

Cloud apps or actions ⓘ
1 app included >

Conditions ⓘ
0 conditions selected >

Access controls

Grant ⓘ
0 controls selected >

Session ⓘ

Create

Grant

Select the controls to be enforced.

Block access

Grant access

Require multi-factor authentication ⓘ

Require device to be marked as compliant ⓘ

Require Hybrid Azure AD joined device ⓘ

Require approved client app ⓘ
[See list of approved client apps](#)

Require app protection policy (preview) ⓘ
[See list of policy protected client apps](#)

Contoso Terms of Use Policy

Select

- Create a resource
- Home
- Dashboard
- All services
- FAVORITES
- All resources
- Resource groups
- App Services
- Function App
- SQL databases
- Azure Cosmos DB
- Virtual machines
- Load balancers
- Storage accounts
- Virtual networks
- Azure Active Directory
- Monitor
- Advisor

Home > Contoso > Conditional Access - Policies
Conditional Access - Policies
Azure Active Directory

- Polices
- Manage
 - Named locations
 - Custom controls (preview)
 - Terms of use
 - VPN connectivity
 - Classic policies
- Troubleshooting + Support
 - Troubleshoot
 - New support request

[+ New policy](#) | [What If](#) | [Got feedback?](#)

i Interested in understanding the impact of the policies on a user sign-in? Check out the "What If" tool. [→](#)

POLICY NAME	ENABLED	
Baseline policy: Require MFA for admins (Preview)	✓	...
Baseline policy: End user protection (Preview)		...
Baseline policy: Block legacy authentication (Preview)		...
Baseline policy: Require MFA for Service Management (Preview)		...
Require two-factor authentication for BrowserStack	✓	...
[SharePoint admin center]Use app-enforced Restrictions for browser access - 201...	✓	...
External User Saas Apps Terms of Use Policy	✓	...

Apps



Add-In



Box



BrowserStack



Groups



Calendar



Delve



Dynamics 365



Access reviews



Excel



Flow



Forms



Kaizala



LinkedIn



MyAnalytics



OneDrive



OneNote



Outlook



People



Planner



Power BI



PowerApps



PowerPoint



Salesforce



Contoso Terms of Use

In order to access Contoso resource(s), you must read the Terms of Use.

Contoso Terms of Use >

Please click Accept to confirm that you have read and understood the terms of use.



Contoso Terms of Use

In order to access Contoso resource(s), you must read the Terms of Use.

Contoso Terms of Use >

Please click Accept to confirm that you have

Just a sec...

 You must view the terms of use before you can accept.



Contoso Terms of Use

In order to access Contoso resource(s), you must read the Terms of Use.

Contoso Terms of Use >

Please click Accept to confirm that you have read and understood the terms of use.



Contoso Terms of Use

In order to access Contoso resource(s), you must read the Terms of Use.

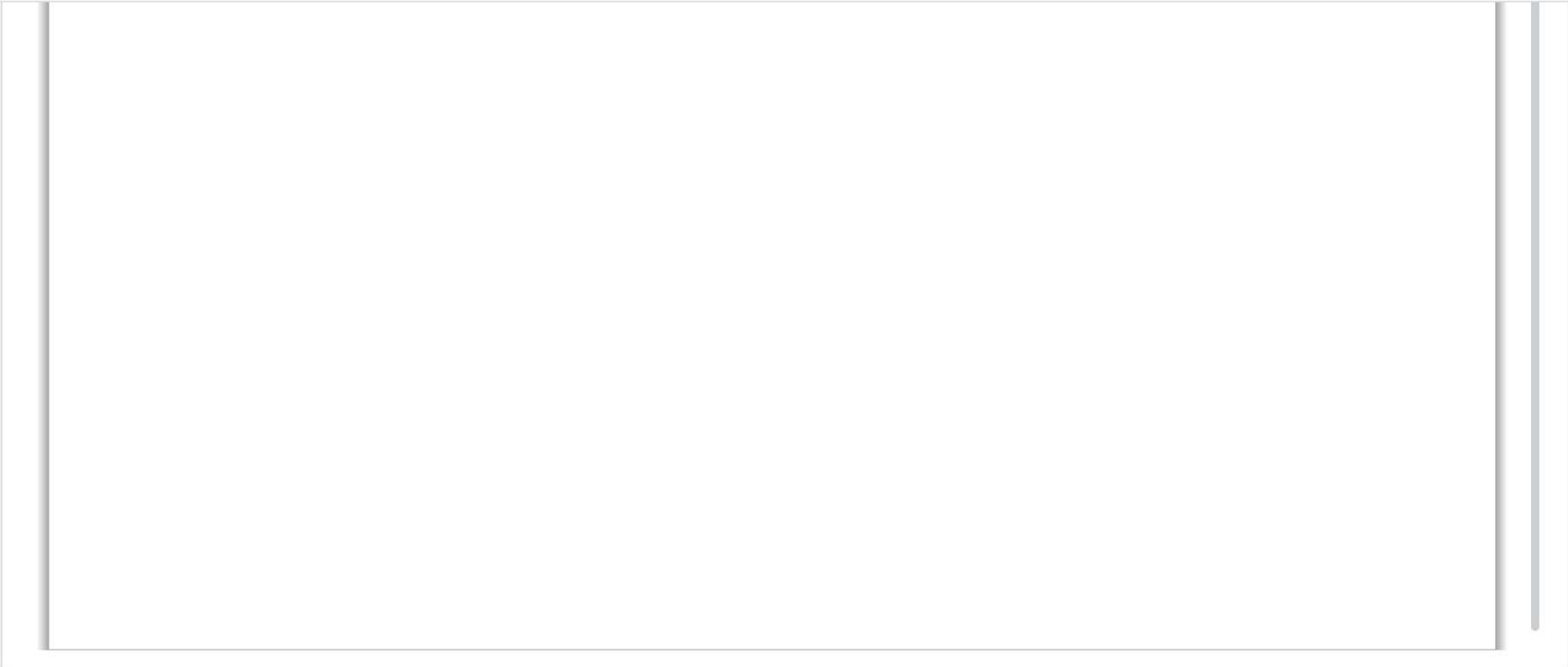
Contoso Terms of Use

Zoom out Zoom in Reset zoom

Contoso, Ltd.

Terms of Use
Cloud Applications

By accessing this portal and all associated Contoso, Ltd. cloud-based applications you agree to all Contoso, Ltd. IT policies as outlined in the Contoso, Ltd. employee handbook.



Please click Accept to confirm that you have read and understood the terms of use.

What is Azure AD B2B and “External Identities”?



External access to SharePoint, Groups and Teams is “on by default” in M365 and “*open for business*”

Turn on or turn off guest access to Microsoft Teams

01/08/2021 • 3 minutes to read •  • Applies to: Microsoft Teams

Note

Until **February 2021**, guest access is turned off by default. You must turn on guest access for Teams before admins or team owners can add guests. After you turn on guest access, it might take a few hours for the changes to take effect. If users see the message **Contact your administrator** when they try to add a guest to their team, it's likely that either guest access hasn't been turned on or the settings aren't effective yet.

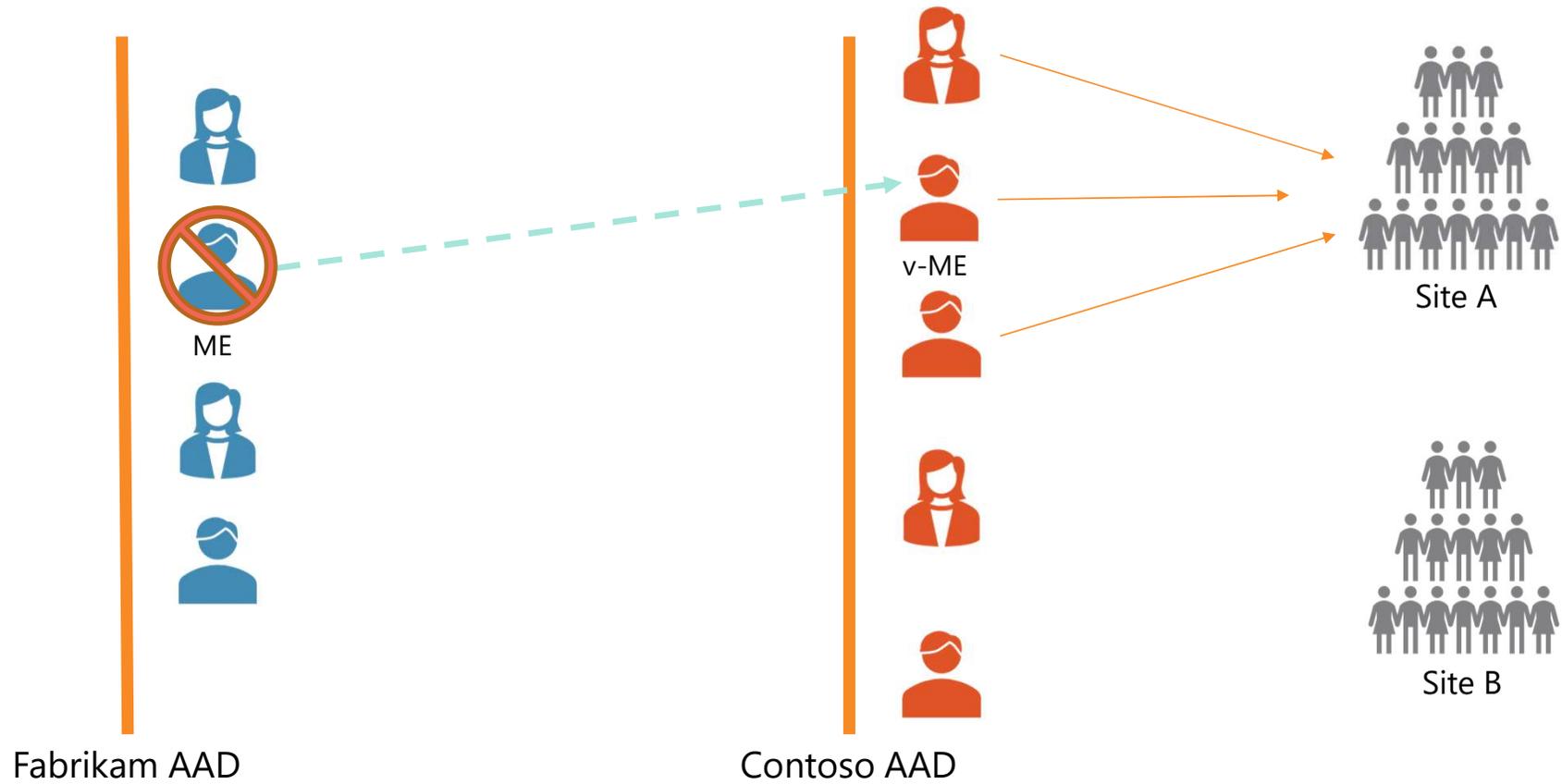
After February 2021, guest access in Microsoft Teams will be turned on by default for new customers & existing customers who haven't configured this setting. When this change is implemented, if you've not already configured guest access capability in Microsoft Teams, that capability will be enabled in your tenant. If you want guest access to remain disabled for your organization, you'll need to confirm that the guest access setting is set to **Off** instead of **Service default**.

Understanding the Azure AD “Guest” Model

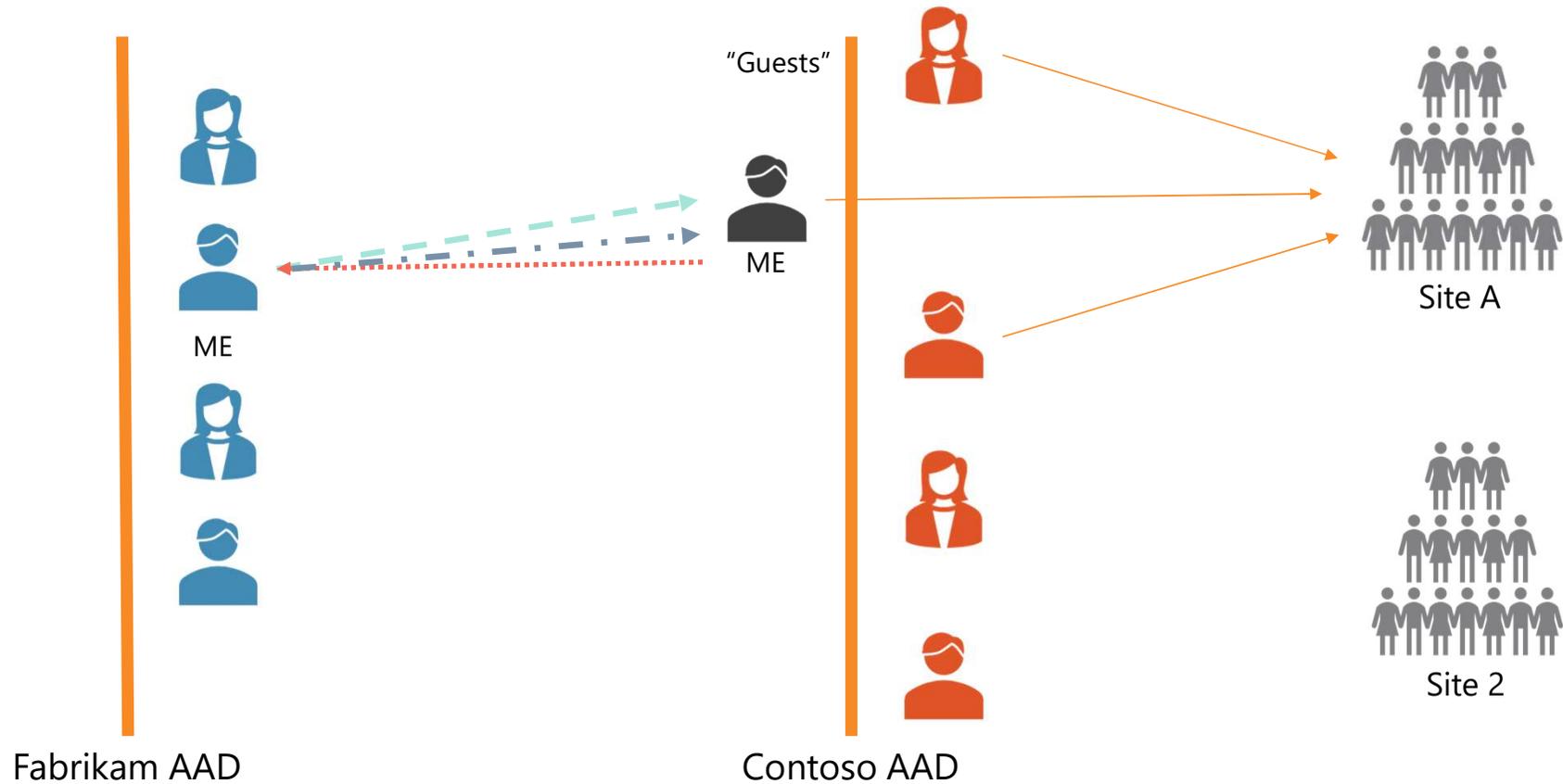
The foundation of
external collaboration
in Teams



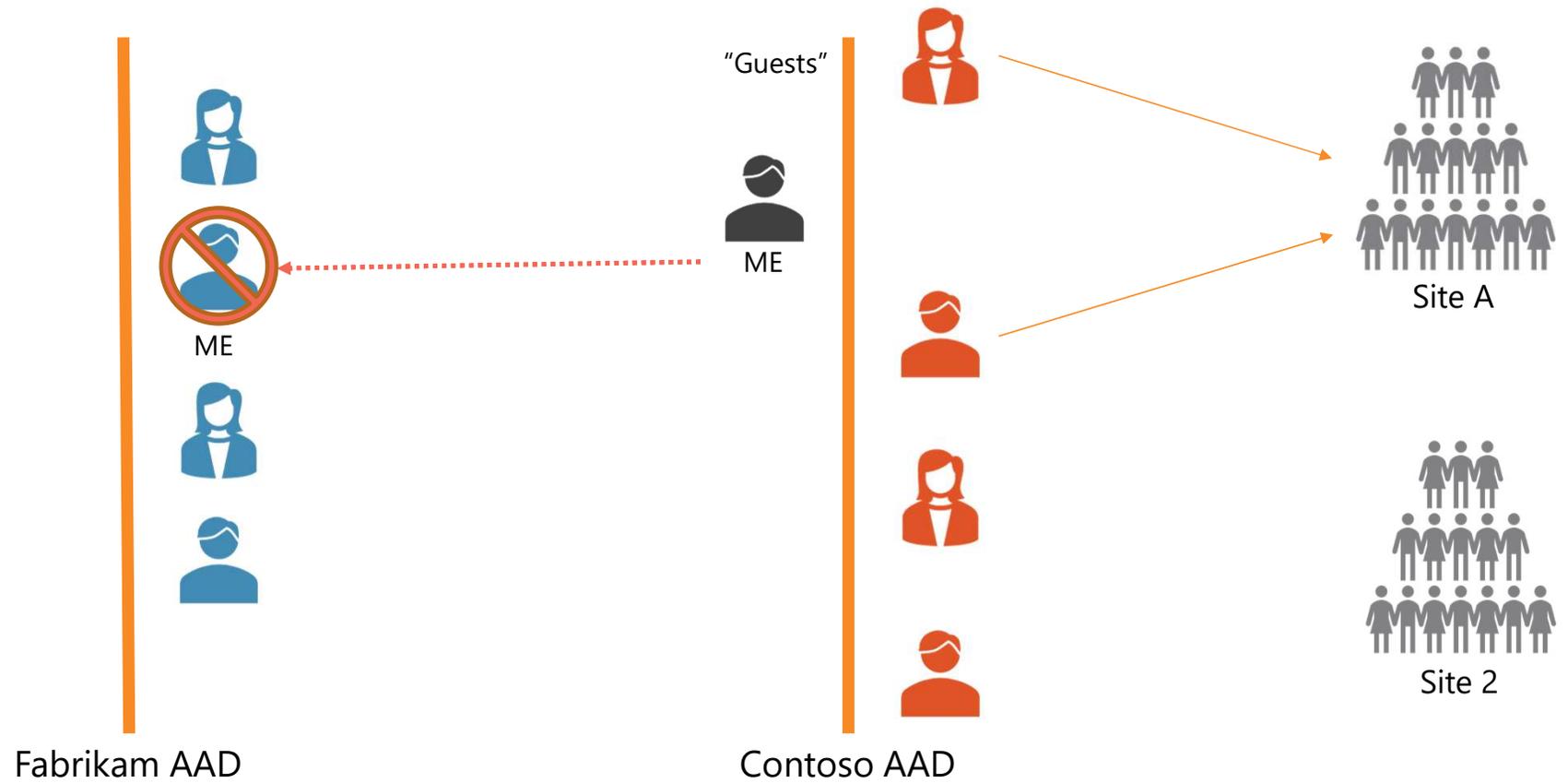
“In the beginning...”



The Azure B2B Guest Model



The Azure B2B Guest Model



Benefits of the AAD B2B approach?



- Home domain authenticates user
- Guest domain can leverage AAD conditional access policies
- Centralized identity in guest means centralized reporting or memberships



Configuring B2B settings in AAD..

The screenshot displays the Azure Active Directory admin center interface. The top navigation bar shows the breadcrumb path: Dashboard > Contoso > External Identities. The main heading is "External Identities | External collaboration settings" for the "Contoso - Azure Active Directory" tenant. A search bar and "Save" / "Discard" buttons are visible at the top of the settings area.

The left-hand navigation pane includes sections for "Dashboard", "All services", "FAVORITES", "Azure Active Directory", "Users", and "Enterprise applications". The "External collaboration settings" option is highlighted in the left pane.

The main content area is divided into several sections:

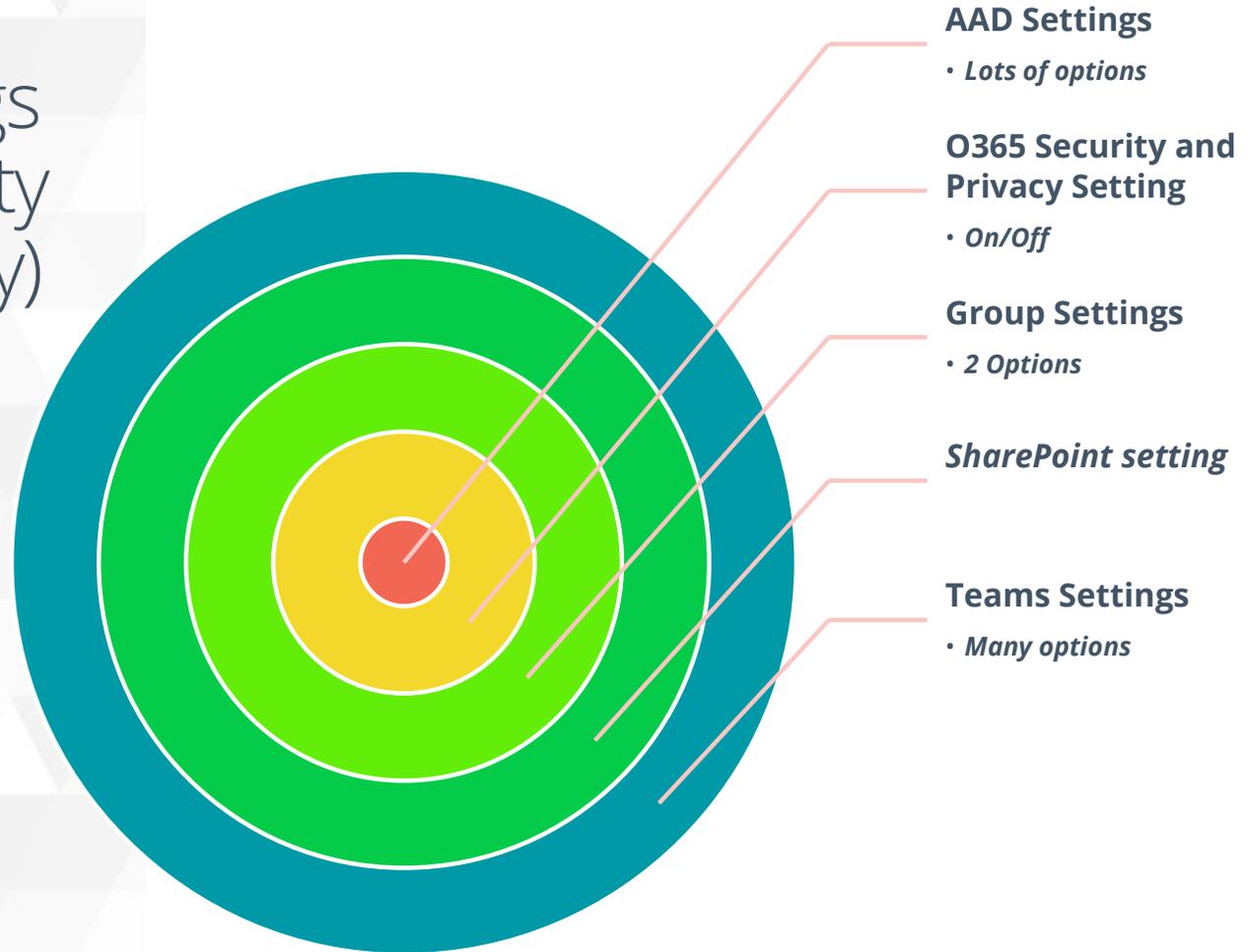
- Get started**: Includes "All identity providers" and "External collaboration settings" (selected).
- Self-service sign up**: Includes "Custom user attributes (Preview)", "All API connectors (Preview)", and "User flows (Preview)".
- Subscriptions**: Includes "Linked subscriptions".
- Lifecycle management**: Includes "Terms of use" and "Access reviews".
- Troubleshooting + Support**: Includes "New support request".

The right-hand side of the settings page contains the following configuration options:

- Guest user access restrictions (Preview)**: Includes a "Learn more" link and three radio button options:
 - Guest users have the same access as members (most inclusive)
 - Guest users have limited access to properties and memberships of directory objects
 - Guest user access is restricted to properties and memberships of their own directory objects (most restrictive)
- Guest invite settings**: Includes "Admins and users in the guest inviter role can invite" (Yes/No buttons, "Yes" selected), "Members can invite" (Yes/No buttons, "Yes" selected), and "Guests can invite" (Yes/No buttons, "Yes" selected).
- Enable Email One-Time Passcode for guests (Preview)**: Includes a "Learn more" link and Yes/No buttons, with "No" selected.
- Enable guest self-service sign up via user flows (Preview)**: Includes a "Learn more" link and Yes/No buttons, with "No" selected.
- Collaboration restrictions**: Includes three radio button options:
 - Allow invitations to be sent to any domain (most inclusive)
 - Deny invitations to the specified domains
 - Allow invitations only to the specified domains (most restrictive)



Layered settings
provide flexibility
(and complexity)



<https://docs.microsoft.com/en-us/microsoftteams/guest-access-checklist>

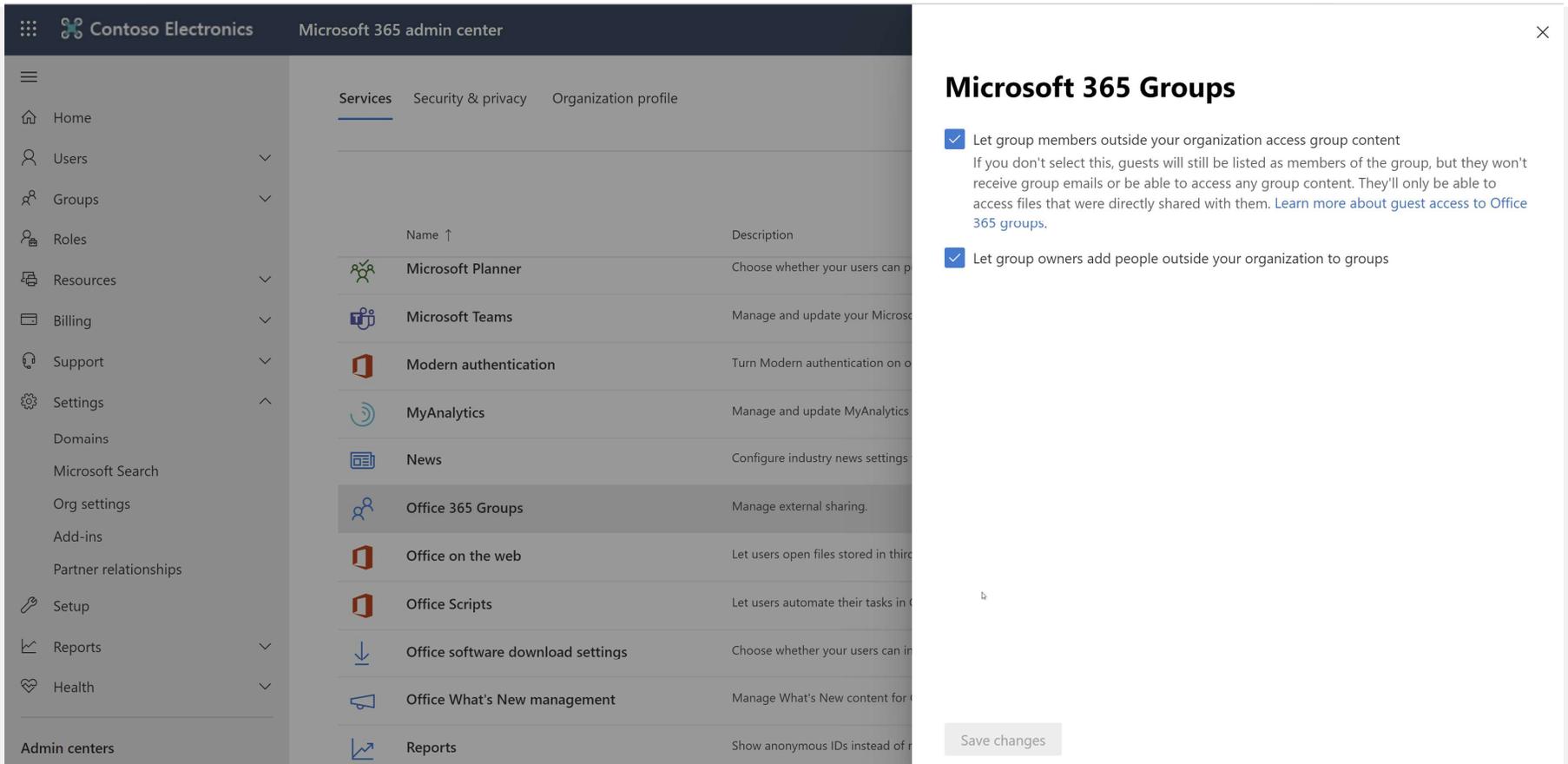
O365 Tenant wide: Owners can invite *new* guests?

The screenshot shows the Microsoft 365 admin center interface for a tenant named 'Contoso Electronics'. The left navigation pane includes options like Home, Users, Groups, Roles, Resources, Billing, Support, and Settings. The main content area is titled 'Org settings' and has tabs for 'Services', 'Security & privacy', and 'Organization profile'. The 'Security & privacy' tab is active, displaying a list of settings. The 'Sharing' setting is highlighted, and a modal dialog is open on the right. The modal has a title 'Sharing' and a close button. It contains the following text: 'When this setting is selected, all users can add people outside the organization as guests, so they appear on the Guest users page. When this setting isn't selected, only admins can add guests. [Learn more about guests in your organization.](#) You can also [change the external sharing settings for SharePoint.](#)' Below this text is a checkbox labeled 'Let users add new guests to the organization', which is checked. At the bottom of the modal is a 'Save changes' button.

Name ↑	Description
Customer lockbox	Set requirements for data access.
Password expiration policy	Set the password policy for all use
Privacy profile	Set the privacy statement of your
Privileged access	Set scoped access for privilege ta
Self-service password reset	Let users reset their own forgotte
Sharing	Control access for people outside



O365 Groups: Owners can *add* guests?



The screenshot shows the Microsoft 365 admin center for 'Contoso Electronics'. The left navigation pane includes Home, Users, Groups, Roles, Resources, Billing, Support, Settings, Domains, Microsoft Search, Org settings, Add-ins, Partner relationships, Setup, Reports, and Health. The main content area is under 'Services' and lists various services like Microsoft Planner, Microsoft Teams, Modern authentication, MyAnalytics, News, Office 365 Groups, Office on the web, Office Scripts, Office software download settings, Office What's New management, and Reports. The 'Office 365 Groups' service is selected, and its settings are displayed on the right. Two checkboxes are checked: 'Let group members outside your organization access group content' and 'Let group owners add people outside your organization to groups'. A 'Save changes' button is visible at the bottom of the settings panel.

Name ↑	Description
Microsoft Planner	Choose whether your users can p
Microsoft Teams	Manage and update your Micros
Modern authentication	Turn Modern authentication on o
MyAnalytics	Manage and update MyAnalytics
News	Configure industry news settings
Office 365 Groups	Manage external sharing.
Office on the web	Let users open files stored in thir
Office Scripts	Let users automate their tasks in
Office software download settings	Choose whether your users can in
Office What's New management	Manage What's New content for
Reports	Show anonymous IDs instead of r

Microsoft 365 Groups

- Let group members outside your organization access group content
If you don't select this, guests will still be listed as members of the group, but they won't receive group emails or be able to access any group content. They'll only be able to access files that were directly shared with them. [Learn more about guest access to Office 365 groups.](#)
- Let group owners add people outside your organization to groups

Save changes



Microsoft Teams: Are guests allowed in Teams?

The screenshot shows the Microsoft Teams admin center interface for 'Contoso Electronics'. The left-hand navigation pane includes options like Dashboard, Teams, Devices, Locations, Users, Meetings, Messaging policies, Teams apps, Voice, Policy packages, Analytics & reports, and Org-wide settings. The 'Guest access' option is highlighted. The main content area is titled 'Guest access' and contains the following settings:

- Guest access:** A toggle switch for 'Allow guest access in Teams' is turned 'On'.
- Calling:** A section titled 'Calling' with the subtitle 'Manage calling specific controls for guest users.' It includes a toggle switch for 'Make private calls' which is turned 'On'.
- Meeting:** A section titled 'Meeting' with the subtitle 'Turn on or turn off settings for guests in meetings.' It includes a toggle switch for 'Allow IP video' which is turned 'On', and a dropdown menu for 'Screen sharing mode' set to 'Entire screen'.

If "YES", owner invitation of new guests dictated by Office 365 Groups setting



Microsoft Teams: Are guests allowed in Teams?

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If "YES", owner invitation of new guests dictated by Office 365 Groups setting



Going Further – Microsoft *Information Barriers*

Leveraging our *AAD properties* and segments to create hard divisions that block sharing and communications *within a tenant*.

This group...	...can't talk to this group...	...because...
Investment Banking	Research	FINRA Regulations
Lawyer for Client A	Lawyer for Client B	Conflict of interest within a firm
Professional Services	Off-shore Development	Government contracts
US Weapons Developers	Overseas Subsidiaries	ITAR Compliance



Jefferies



“We were pleased that the information barriers feature was already ‘baked in’ to Microsoft 365. By implementing information barriers we were able to successfully deploy Teams, OneDrive, and SharePoint Online.”

—Jitesh Mandalia, Senior Vice President, Jefferies

Situation:

The global, independent investment banking, capital markets and alternative asset management firm Jefferies wanted its employees to collaborate using Microsoft Teams, OneDrive, and SharePoint. It needed to be sure it complied with banking and investment regulations.

Solution:

The company adopted information barriers, which is included in its Microsoft 365 E5 license, and was able to establish barriers between its investment banking and research divisions. Users across those divisions cannot digitally see or contact each other.

Impact:

In deploying information barriers, Jefferies could quickly get employees collaborating using Teams, OneDrive, and SharePoint. Even while transitioning to the cloud-based platform while 98 percent of the company worked remotely, it had a successful quarter.

Customer:
Jefferies

Industry:
Banking & Capital Markets

Size:
3,900 employees

Country:
United States

Products and services:
Microsoft 365
Microsoft Teams
Microsoft OneDrive

Microsoft SharePoint
Microsoft 365 Information Barriers
Microsoft 365 Multi-Geo

Microsoft Information Protection

Microsoft Defender Antivirus

[Read full story here](#)



Going Further – Microsoft *Information Barriers*

Leveraging our *AAD properties* and segments to create hard divisions that block sharing and communications *within a tenant*.

This group...	...can't talk to this group...	...because...
Investment Banking	Research	FINRA Regulations
Lawyer for Client A	Lawyer for Client B	Conflict of interest within a firm
Professional Services	Off-shore Development	Government contracts
US Weapons Developers	Overseas Subsidiaries	ITAR Compliance

But... what if this isn't *always* true in a shared tenant?



Right-sizing Governance – *AvePoint Policies*

For the *sometimes* scenarios – let's combine the AAD classifications with our Teams and Groups Memberships!

The screenshot displays the AvePoint Policies management interface. On the left is a dark navigation sidebar with options: Dashboard, Policies (expanded), Individual Service, Tenant, Tenants, Containers, Workspaces, Report, Job Monitor, and General Settings. The main content area shows the configuration for a policy named "FS-US Approved Access Only". The breadcrumb trail is "Policies / Individual Service / View Policy". The policy description is "FS-Used to only allow US employees or approved exceptions access to US-based Teams." There are edit and delete icons and an "Assign Policy" button. The "Rules" section has a "Membership Restriction" toggle that is turned on, with the description "Control users who can be added to Groups or Teams as members." The "Other Settings" section includes a "Schedule" section with a "Scan Interval" of 1 Days and a "Scan Start Time" of 05:55. On the right, the "Scope" section shows "Microsoft Teams" with a count of 1 and "FS-United States".





FS-US Approved Access Only

FS-Used to only allow US employees or approved exceptions access to US-based Teams.



Assign Policy

Rules



Membership Restriction

Control users who can be added to Groups or Teams as members.

Scope

Microsoft Teams

FS-United States

1

Other Settings

Schedule *

Scan Interval

1

Days

Scan Start Time

05:55





 Dashboard

 Policies

 Individual Service

 Tenant

 Tenants

 Containers

 Workspaces

 Tenants

 Containers

 Workspaces

 Report

 Job Monitor

 General Settings



 Policies /  Individual Service /  Edit Policy

Name *

FS-US Approved Access Only

Description

FS-Used to only allow US employees or approved exceptions access to US-based Teams.

Rules

Add Rule

Rules

Add Rule



Membership Restriction

Control users who can be added to Groups or Teams as members.



Configure Rule

AvePoint Policies
For Microsoft 365

- Dashboard
- Policies**
 - Individual Service
 - Tenant
 - Tenants
 - Containers
 - Workspaces
 - Report
 - Job Monitor
 - General Settings

Policies / Individual Service / Edit Policy

Name *
FS-US Approved Access Only

Description
FS-Used to only allow US employees or approved exceptions access to US-based Teams.

Rules

Membership Restriction
Control users who can be added to Groups or Teams as members.

Other Settings

Schedule *

Scan Interval: 1 Days

Scan Start Time: 05:55

Retention Duration *

Membership Restriction

Control users who can be added to Groups or Teams as members.

Add a filter to this rule ⓘ

Crisis Management

[View Details](#)

Rule Settings

Choose who can be added to Groups or Teams as members: *

Only allow the specified users to be added to Groups or Teams as members

Select a Defined Group

FS-United States

[View Details](#)

Restrict the specified users from being added to Groups or Teams as members

If violations are identified, take the following action:

Remove the out-of-policy users

Send e-mail notifications of the violations to the following users:

Include Group/Team owners

Include primary/secondary contacts configured in Cloud Governance

Cancel

OK



Right-Sizing Governance Controls

Control users who can be added to Groups or Teams as members.

Add a filter to this rule ⓘ

Crisis Management

[View Details](#)

Filter Conditions *

Group Team Site Property

Custom Property: CrisisCritical Equals **Yes**

And

Custom Property: Region Equals **North America**

Choose who can be added to Groups or Teams as members: *

Only allow the specified users to be added to Groups or Teams as members

Select a Defined Group

FS-United States

[View Details](#)

Restrict the specified users from being added to Groups or Teams as members

Meet [All](#) of the following conditions

Conditions

User Property

Custom AAD Attribute: Country or region Equals **United States**

Display Name Equals **ATSAdmin**

Display Name Equals **Lucia Micarelli**



Right-Sizing Governance Controls

If violations are identified, take the following action:

- Remove the out-of-policy users

Send e-mail notifications of the violations to the following users:

- Include Group/Team owners
- Include primary/secondary contacts configured in Cloud Governance



Building Blocks for Microsoft Policies

Add Rule to Microsoft Teams [Close] [Close] [Close] [Close] [Close]

Select a rule to add to the policy:

Select One [Dropdown Arrow]

- Classification Enforcement [Office Icon] [Teams Icon]
- External Sharing Settings [Office Icon] [Teams Icon]
- External User Access Enforcement [Office Icon] [Teams Icon]
- Groups/Teams Creation Restriction [Office Icon] [Teams Icon]
- Membership Restriction [Office Icon] [Teams Icon]

Select a rule to add to the policy.



Where does this conversation fit in...

IT Governance

(Broad, organization-wide)

Application Governance

(Application-specific, aligns with IT Governance goals)

SharePoint

OneDrive

Office 365

Other
Applications

Data Governance

(Content-specific, aligns with IT Governance goals)

Retention/
Expiration

Records
Mgmt

Classificati
on

Data
Protection

"ADG"

"AIP"

Out-of-box sensitive info types

Core
activity

Microsoft 365 includes hundreds of sensitive info types

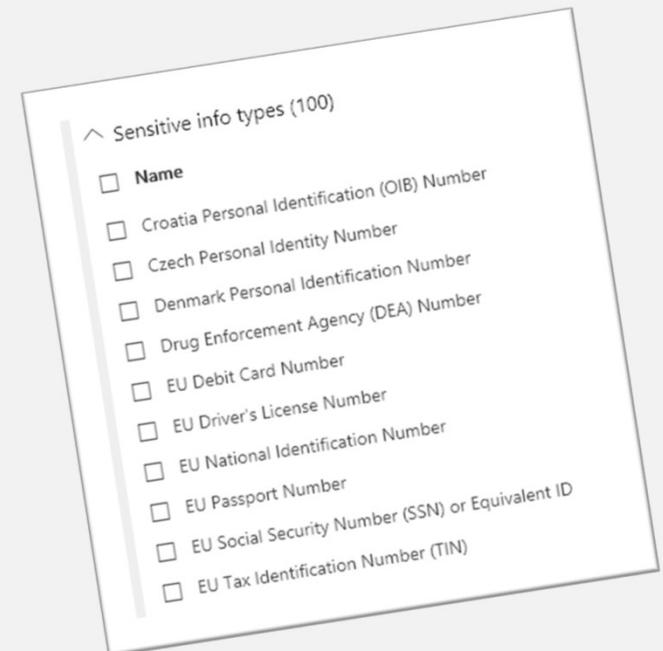
For different countries, industries or by information type

Sensitive information comes in many forms

Financial data, Personally Identifiable Information (PII)

Examples

- Croatia Personal Identification (OIB) Number
- EU Debit Card Number
- EU Passport Number
- US Drivers License Number
- Social Security Number



Customer specific sensitive info types

Core activity

Business intellectual property

Business plans, product designs, confidential projects

Employee or customer information

HR Information, resumé, employment records, salary information

Highly confidential information

Mergers and Acquisition, workforce reduction

Examples

- Employee or customer numbers *Technology: RegEx*
 - <EMP-nnnnn>
 - <CUST-nnnnnn-NL>
- Specific keywords *Technology: Static Keywords*
 - <Project Enigma>
 - <Highly Confidential>
 - <Internal only>



- Home
- Compliance Manager
- Data classification**
- Data connectors
- Alerts
- Reports
- Policies
- Permissions

Data classification

Overview Trainable classifiers Sensitive info types Exact data matches Content explorer

Get snapshots of how sensitive info and labels are being used across your organization's locations. [Lea](#)

Top sensitive info types

Sensitive info types used most in your content



- Home
- Compliance Manager
- Data classification**
- Data connectors
- Alerts
- Reports
- Policies
- Permissions

Data classification

Overview Trainable classifiers Sensitive info types Exact data matches Content explorer

Get snapshots of how sensitive info and labels are being used across your organization's locations. [Lea](#)

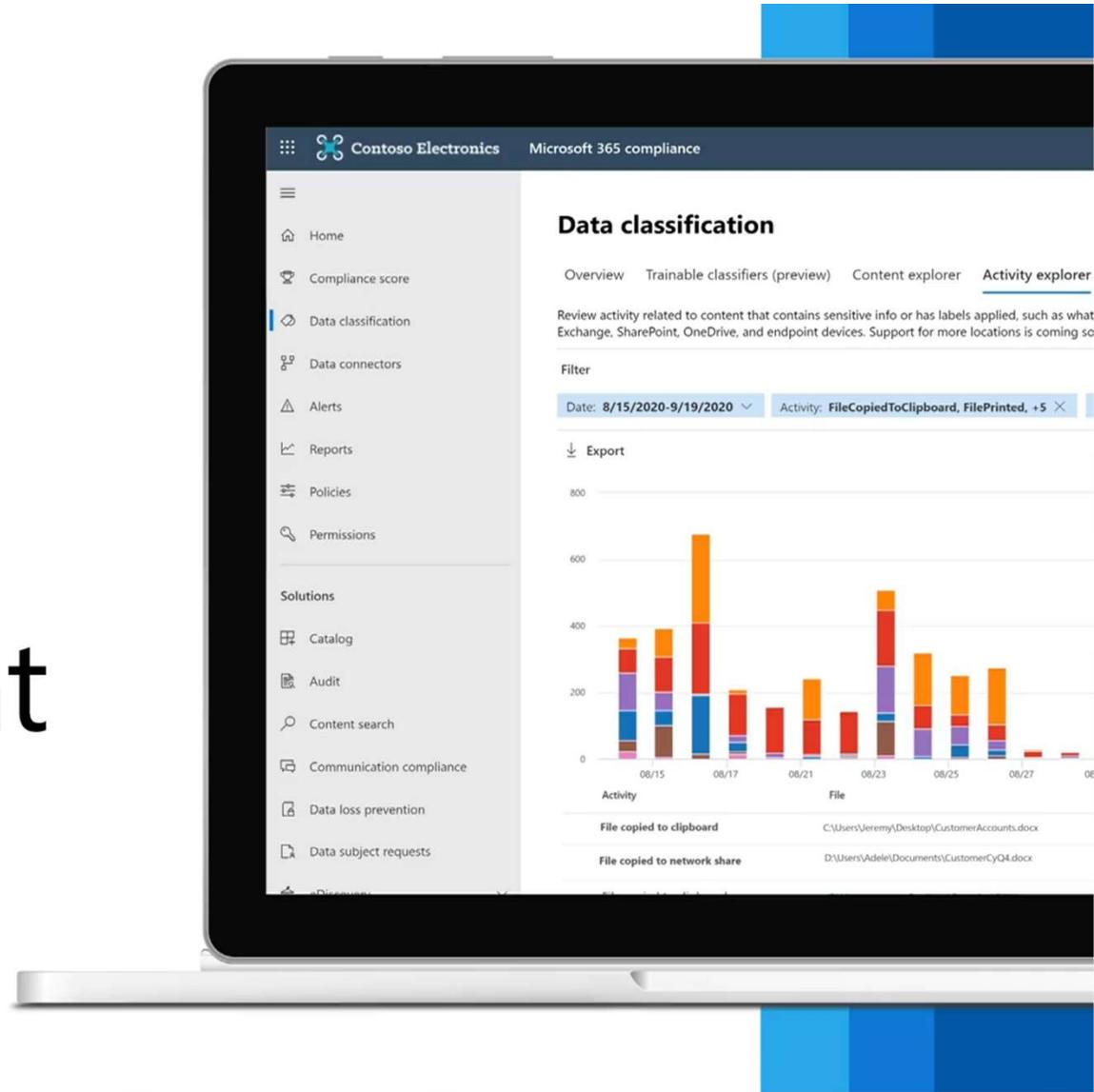
Top sensitive info types

Sensitive info types used most in your content



Microsoft Security

Protecting sensitive information using Endpoint DLP



Microsoft's information protection solutions help you protect sensitive data throughout the lifecycle – inside and outside the organization



Microsoft Information Protection

Protect your sensitive data – wherever it lives or travels



Discover



Classify



Protect

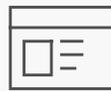


Monitor

Across



Devices



Apps



Cloud services



On-premises



SENSITIVITY LABELS **PERSIST WITH THE DOCUMENT**

Document labeling – what is it?

Metadata written into document files

Travels with the document as it moves

In clear text so that other systems can read it

Can be used to apply a protection action or data governance action

Can be customized per the organization's needs



Creating “Sensitivity Labels” in the S&C Center

Contoso Electronics Microsoft 365 compliance

Information protection Remove from navigation

Labels Label policies Auto-labeling

Sensitivity labels are used to classify email messages, documents, sites, and more. When a label is applied (automatically or by the user), the content or site is protected based on the settings you choose. For example, you can create labels that encrypt files, add content marking, and control user access to specific sites. [Learn more about sensitivity labels](#)

+ Create a label Publish label Refresh 6 items

Name	Order	Scope	Created by	Last modified
Personal	0 - lowest	File,Email	Johanna Lorenz	Jul 19, 2021 6:52:47...
Public	1	File,Email	Johanna Lorenz	Jul 19, 2021 6:52:48...
General	2	File,Email	Johanna Lorenz	Jul 19, 2021 6:52:48...
> Confidential	3	File,Email	Johanna Lorenz	Jul 19, 2021 6:52:49...
▼ Highly Confidential	7	File,Email	Johanna Lorenz	Jul 19, 2021 7:08:05...
Recipients Only	8	File,Email	Johanna Lorenz	Jul 19, 2021 6:52:56...
All Employees	9	File,Email	Johanna Lorenz	Jul 19, 2021 7:08:06...
Anyone (not protected)	10	File,Email	Johanna Lorenz	Jul 19, 2021 6:52:58...
Project Obsidian	11	File,Email,Site,UnifiedGroup	Johanna Lorenz	Jul 19, 2021 7:08:07...

Catalog Audit Content search Communication compliance Data loss prevention eDiscovery Information governance



Building Your Sensitivity Labels

Contoso Electronics Microsoft 365 compliance

New sensitivity label

- ✓ Name & description
- ✓ Scope
- ✓ Files & emails
- ✓ Groups & sites
- ✓ Azure Purview assets (preview)
- Finish**

Review your settings and finish

Name
Test Label
[Edit](#)

Display name
My Test Label
[Edit](#)

Description for users
Test
[Edit](#)

Scope
File,Email,Site,UnifiedGroup,PurviewAssets
[Edit](#)

Encryption
Encryption
[Edit](#)

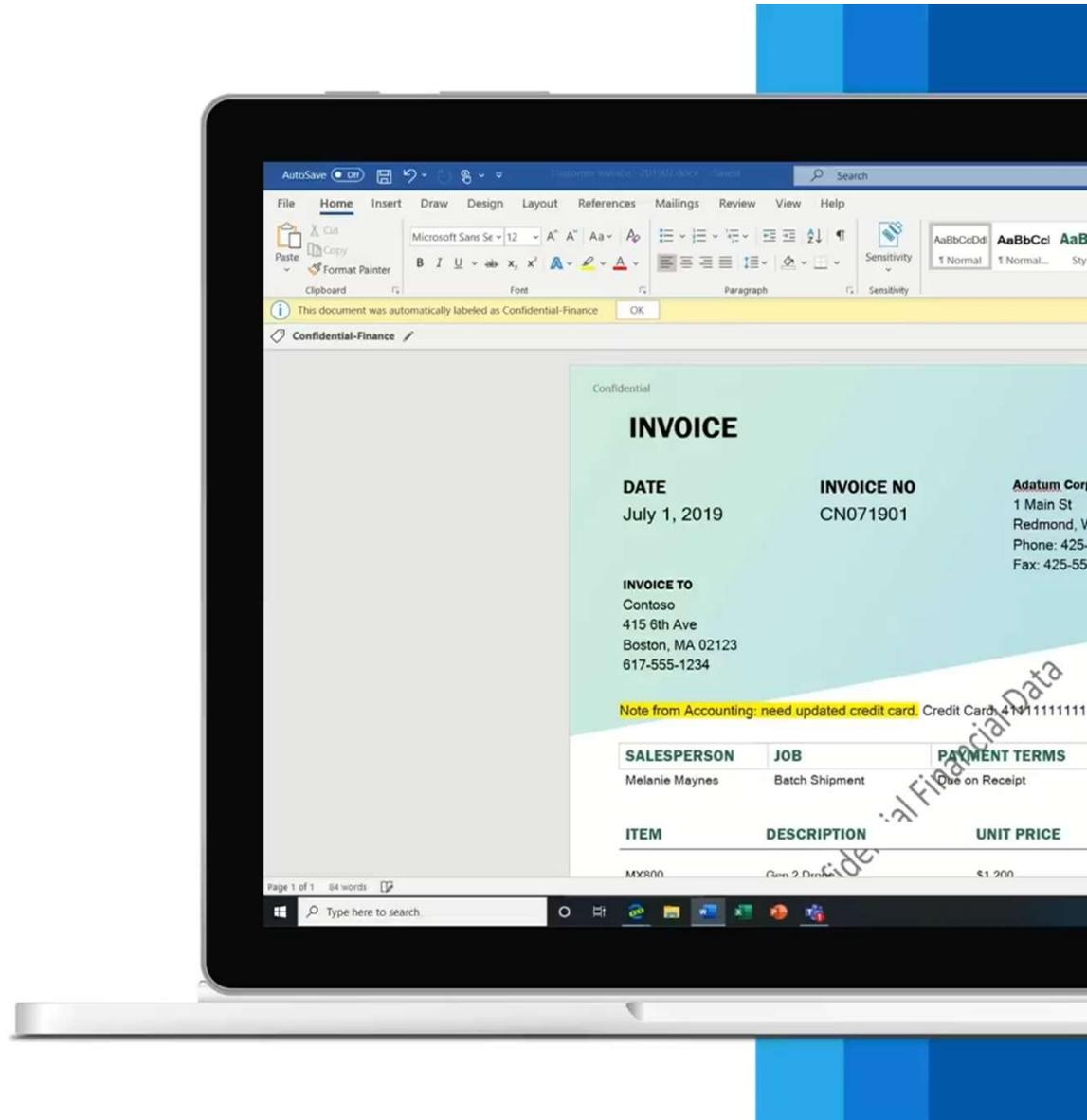
Content marking
Watermark: RESTRICTED

[Back](#) [Create label](#) [Cancel](#)



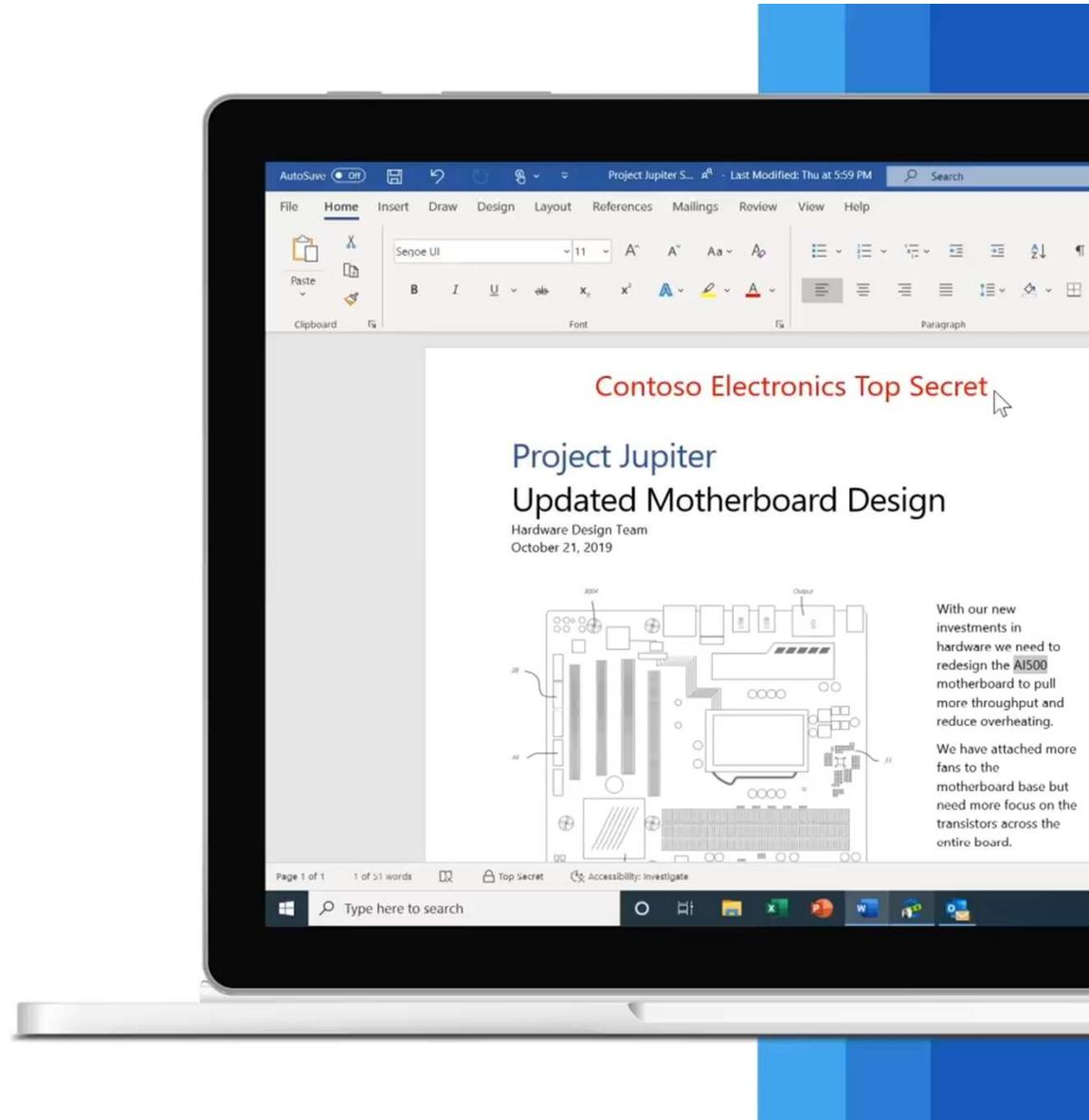
Microsoft 365 Security

Automatic document classification



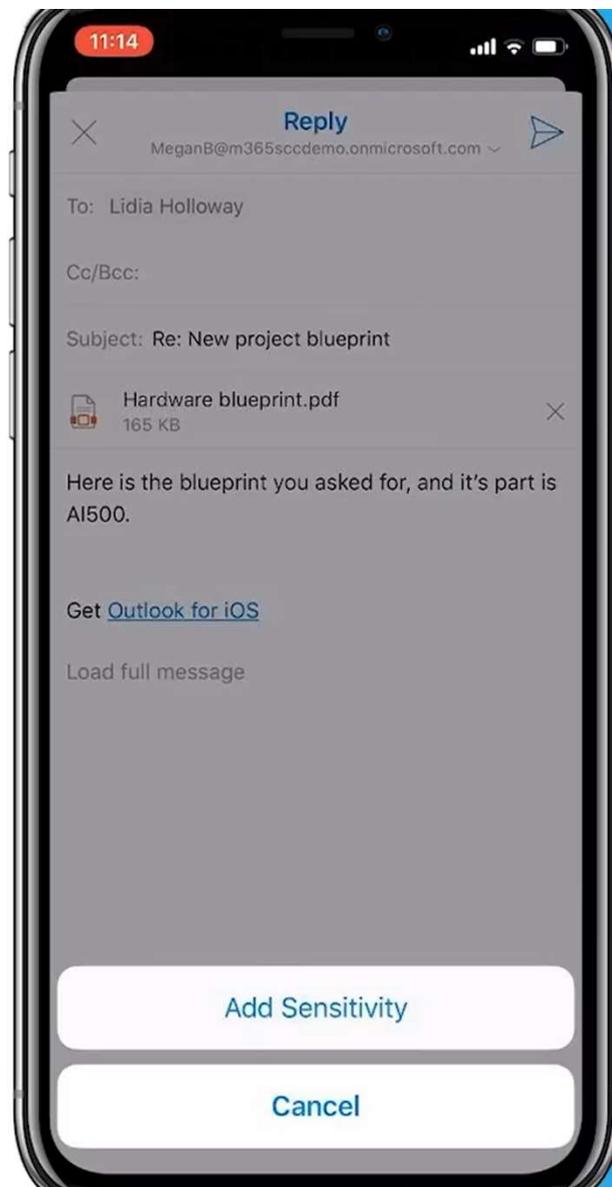
Microsoft 365 Security

Automatic classification of content



Microsoft 365 Security

Manually classify content on mobile



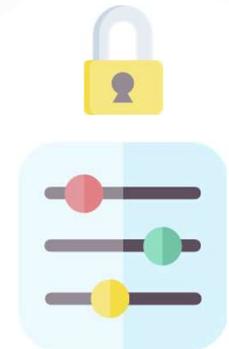
Sensitive data in a “free and open sharing” system?



Office 365 gives “Owners” significant privilege

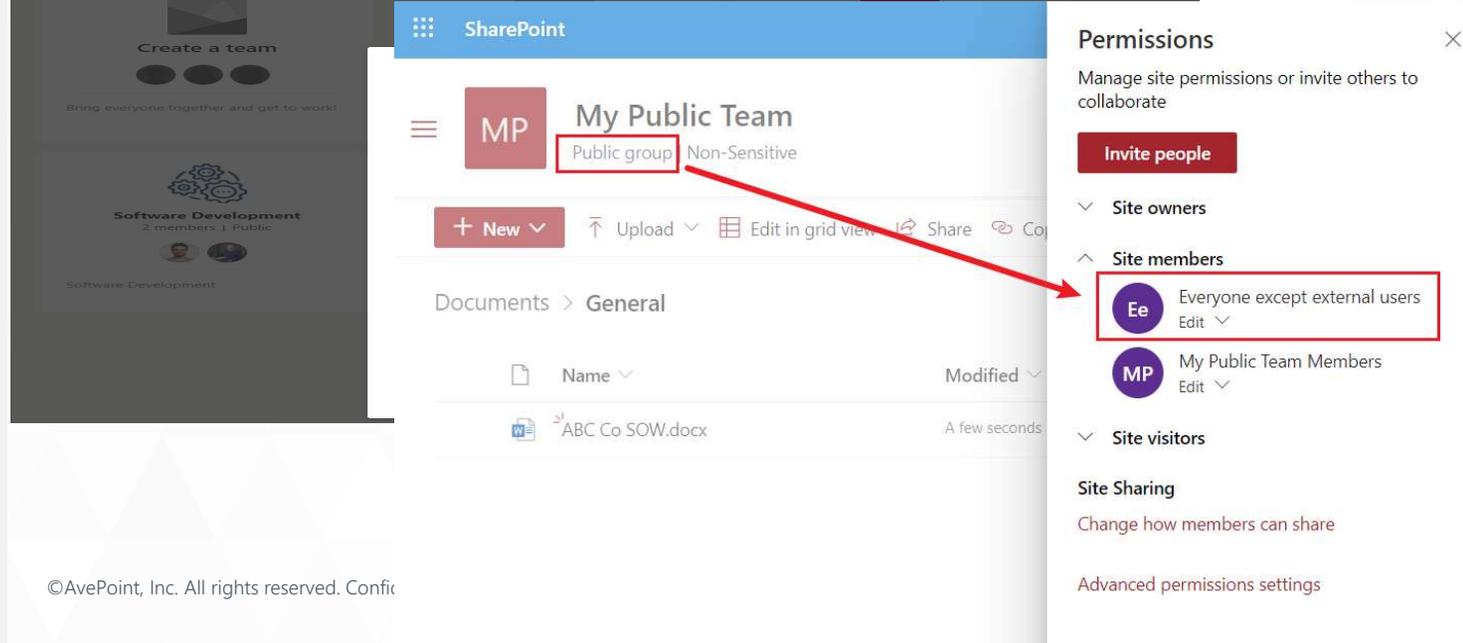
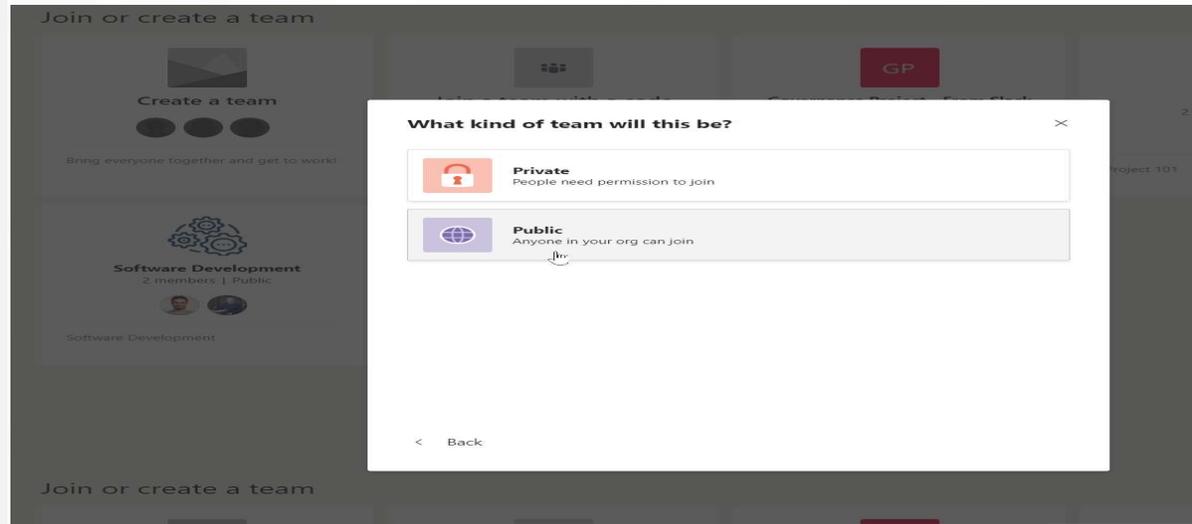


Anyone can be an owner, but even members can share content



THE ANSWER: Right-sizing control based on risk

Understanding the impact of Public/Private for Groups and Teams...



Understanding the default sharing options for all SharePoint sites...

Site sharing settings

Control how things in this site can be shared and how request access works.

Sharing permissions

- Site owners and members can share files, folders, and the site. People with Edit permissions can share files and folders.
- Site owners and members, and people with Edit permissions can share files and folders, but only site owners can share the site.
- Only site owners can share the site.

Access requests

Allow access requests

Choose who will request access to this site:

- BGLeads Owners
- Specific email addresses

Add a custom message to this page:

For example: Please review your request.

Save

©AvePoint, Inc. All rights reserved.

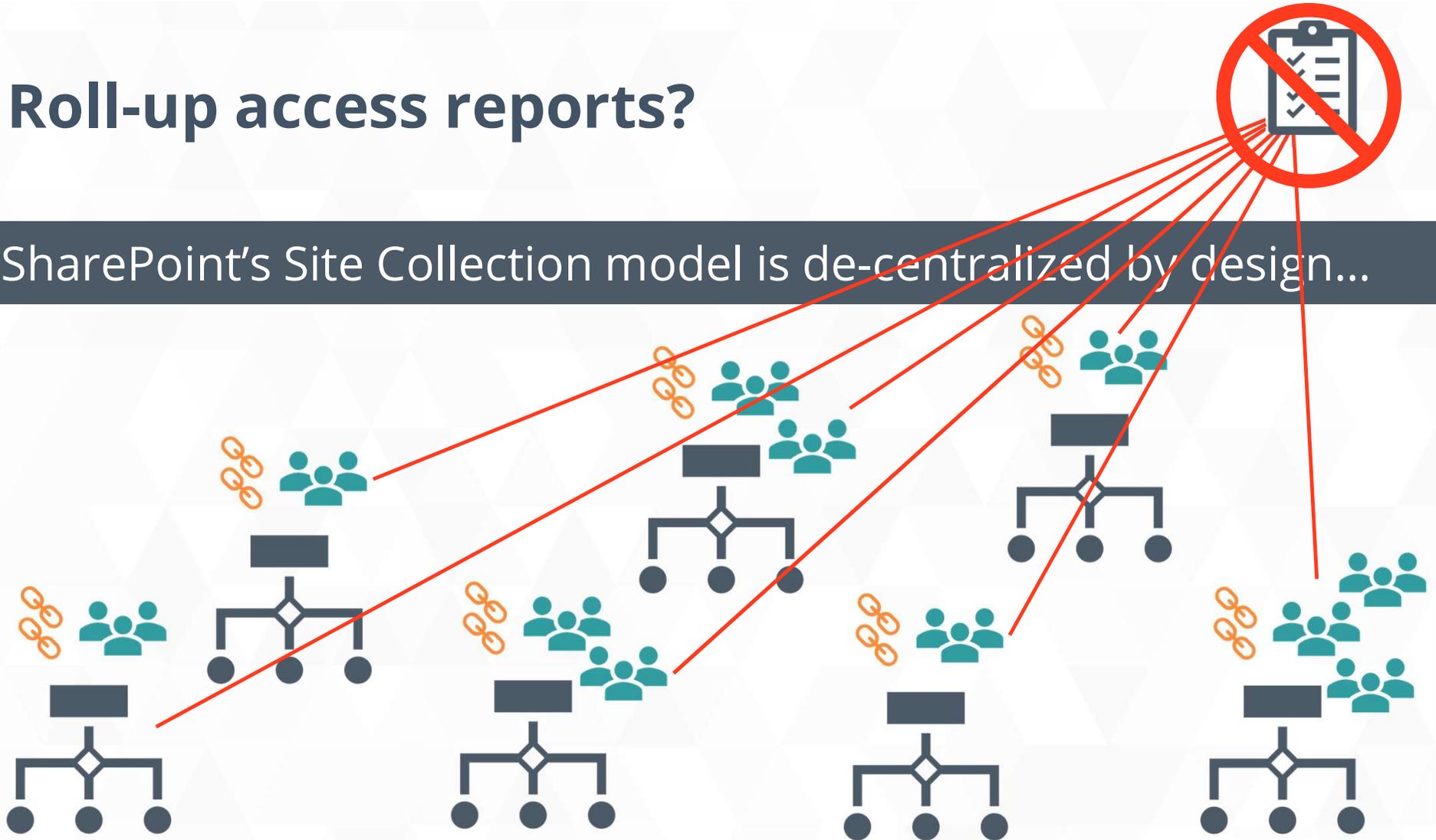
The screenshot shows the Microsoft Word ribbon with the 'Share' button highlighted in the top right corner. A red arrow points from the 'Share' button to the 'Link settings' dialog box. The dialog box is open and shows the following options:

- Who would you like this link to work for? [Learn more](#)
- Anyone with the link
- People in AvePoint ATS Dev with the link
- People with existing access
- Specific people
- Other settings
 - Allow editing
 - Open in review mode only
 - Block download

Buttons for 'Apply' and 'Cancel' are at the bottom of the dialog box.

Roll-up access reports?

SharePoint's Site Collection model is de-centralized by design...



How do you manage security settings?



M365 Access Reviews and Admin Settings don't tell the whole story.



Marco still does not have a top-down view.

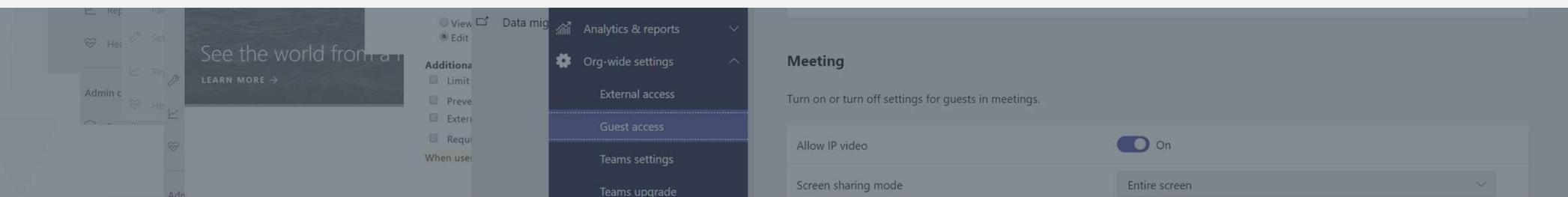


He can't identify who has access to what information.



Not enough context to tailor policies for audiences and purpose.

Marco is exhausted.





AvePoint
Policies & Insights

+



Microsoft / Office 365

With PI, organizations can unleash user adoption and the power of Microsoft 365 sensitive information types and security controls, without becoming a security expert. PI guides admins towards appropriate controls with prioritized insights. Set robust controls from one place, that get enforced automatically.



TAP INTO VALUABLE M365 DATA TO PRIORITIZE INSIGHTS

We aggregate sensitive information types and data from Microsoft's own activity feed to keep you focused on what matters



PUT MICROSOFT SECURITY CONTROLS TO WORK

With central access to critical configurations for guest access, sharing, and more – we make it easy to get the control you need

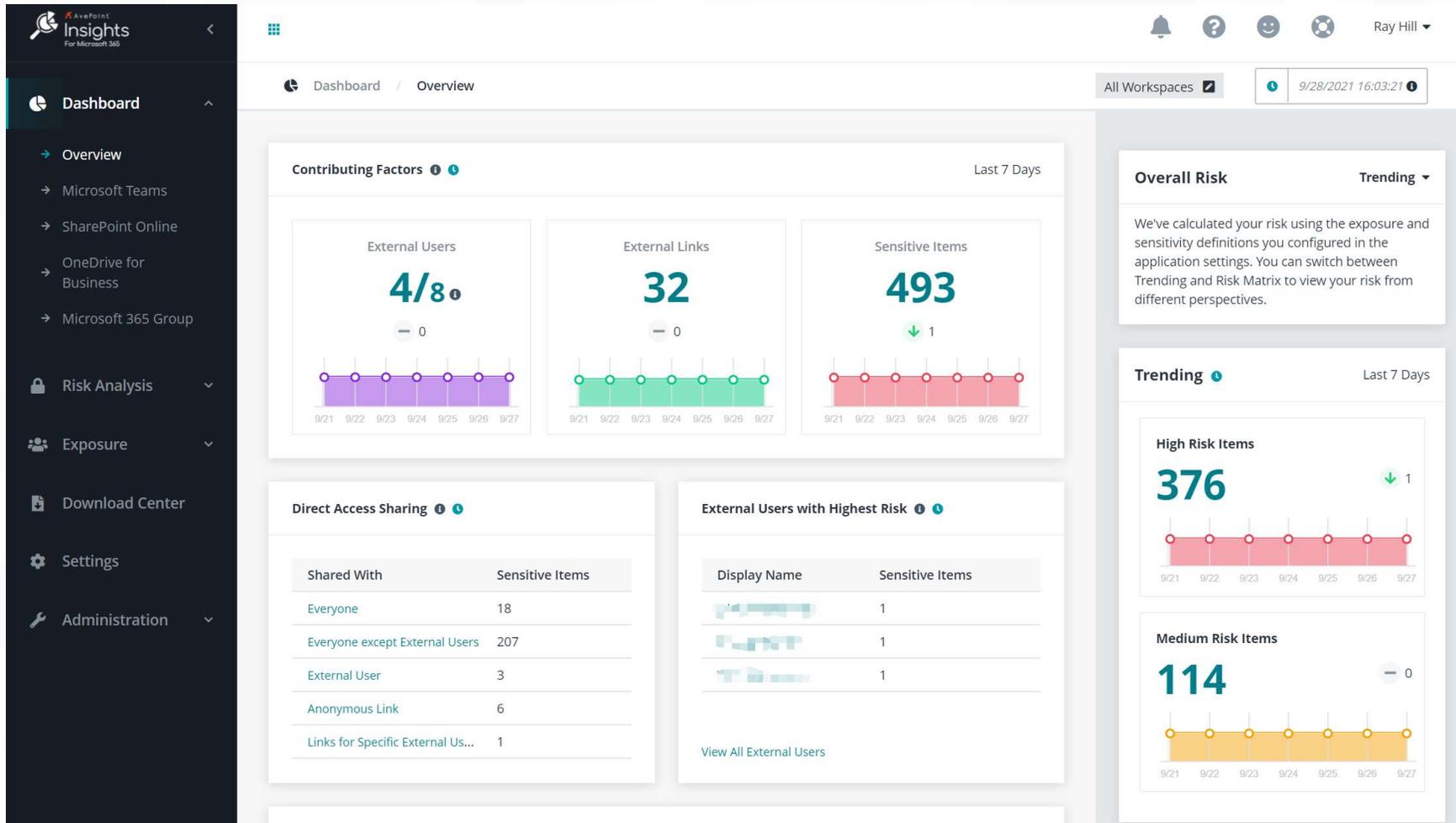


REDUCE IT WORKLOAD FOR ONGOING MANAGEMENT

Prevent configuration drift with policies that get enforced automatically. We enable control, without impeding user adoption



Drawing Your Attention to *Higher Levels*



Domains with Most External Users



Domain Name	External Users
gmail.com	5
avepoint.com	1
avepointats-d...	1
live.com	1

Status



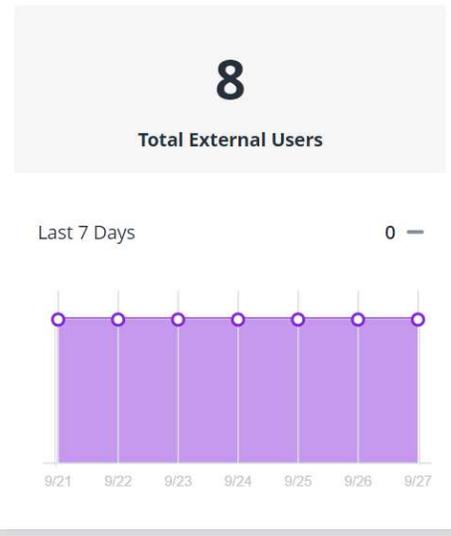
Status	External User Count
Active	7
Orphaned	1
Blocked	0
Not in AAD	1

External user statistics have ...

Limiting external user access in your environment means reducing the risk of sensitive information leaving your organization!

External User Trend

This section shows the external user statistics of the selected workspace in the last 7 days.



Export 🔍 🔒 🎯 🚫 🔄

<input type="checkbox"/>	Display Name		Email	Sensitive Items	Last Sign-in	Time
<input type="checkbox"/>	...	✖	[Redacted]	1	▲ N/A	
<input type="checkbox"/>	...	🟢	[Redacted] Trusted	1	▲ None	
<input type="checkbox"/>	...	🟢	[Redacted]	1	▲ None	
<input type="checkbox"/>	...	🟢	[Redacted]	0	▲ 28 Days	
<input type="checkbox"/>	...	🟢	[Redacted] Trusted	0	▲ None	
<input type="checkbox"/>	...	🟢	[Redacted] Trusted	0	▲ 7 Days	

User-Level Insights Across our Tenants

Exposure / External Users / Access Report

All Workspaces 9/28/2021 16:03:21

Tom Gawczynski

Export Remove User from AAD

By Site By O

This table shows the site collections to which the user/group has been given direct access. These are permissions you can control. You can click anywhere in a site collection row to drill down and view more details.

Site Name	Workspace	Object Type	Created By
Project Alpha			Project Alpha Owners

Previous Next Show Rows 10

Tom Gawczynski

Risk Overview

Known Risk

This section shows the total number of sensitive objects to which the user/group has been given access. You can also view these objects by their sensitivity levels, High, Medium, and Low.

High 1 Medium 0 Low 0

Total Sensitive Objects 1

Possible Risk

This section shows the total number of security groups the user/group has been given access.



Customer success: City of Port St. Lucie

“

When we first ran Policies and Insights, it came up with thousands of links that were shared incorrectly. We hit a button and it basically fixed all the links and that risk was instantly mitigated.

Hannah Melton, Assistant Director IT



ENABLE REMOTE WORK IN COVID-19 RESPONSE

Migrated to Microsoft 365 with AvePoint within 12 hours. Leveraging AvePoint's governance, security, and backup solutions, was able to drive adoption and minimize risk.



COMPLY WITH LOCAL REGULATIONS

Monitor access to sensitive documents, automatically remediate policy violations for guest access. Security dashboards provide actionable insights. Paired with AvePoint's granular backup and restore, meet "Sunshine State" protection laws.



REDUCE MANUAL IT WORK TO ROLL-OUT & MANAGE TEAMS

Reduce Teams provisioning process by 600%, automatically fix links that are shared incorrectly, and prevent configuration drift with governance + PI capabilities. No more manual configuration and membership checks to validate access!



Top-down, and bottom-up...

You can't chase every document!

"Container level"

"Content level"

Operational Governance
(Application-specific, aligns with IT Governance goals)

Data Governance
(Content-specific, aligns with IT Governance goals)

Workspace Provisioning

Ongoing Management & Enforcement

Lifecycle and EOL for Workspaces

Item-level Retention & Expiration

Records Mgmt

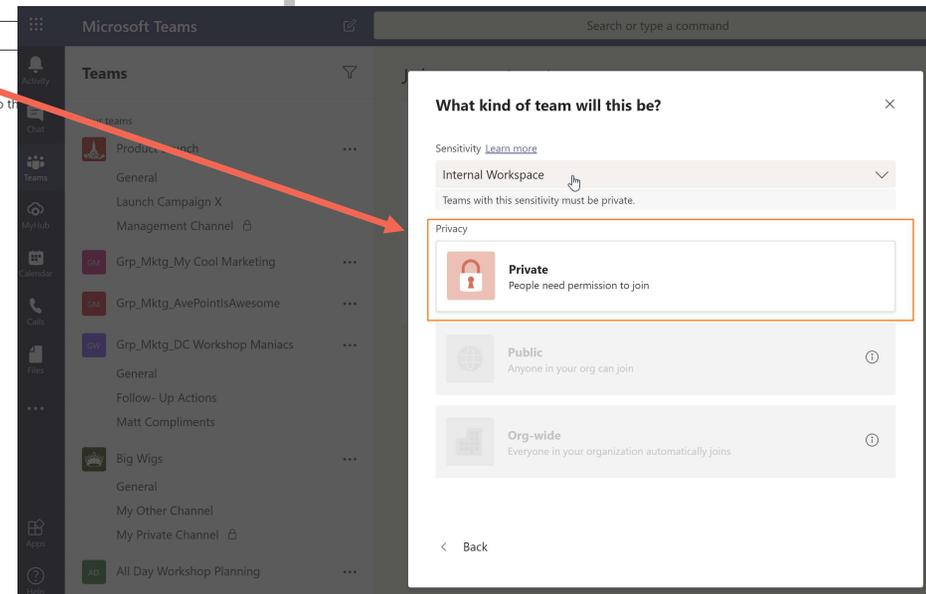
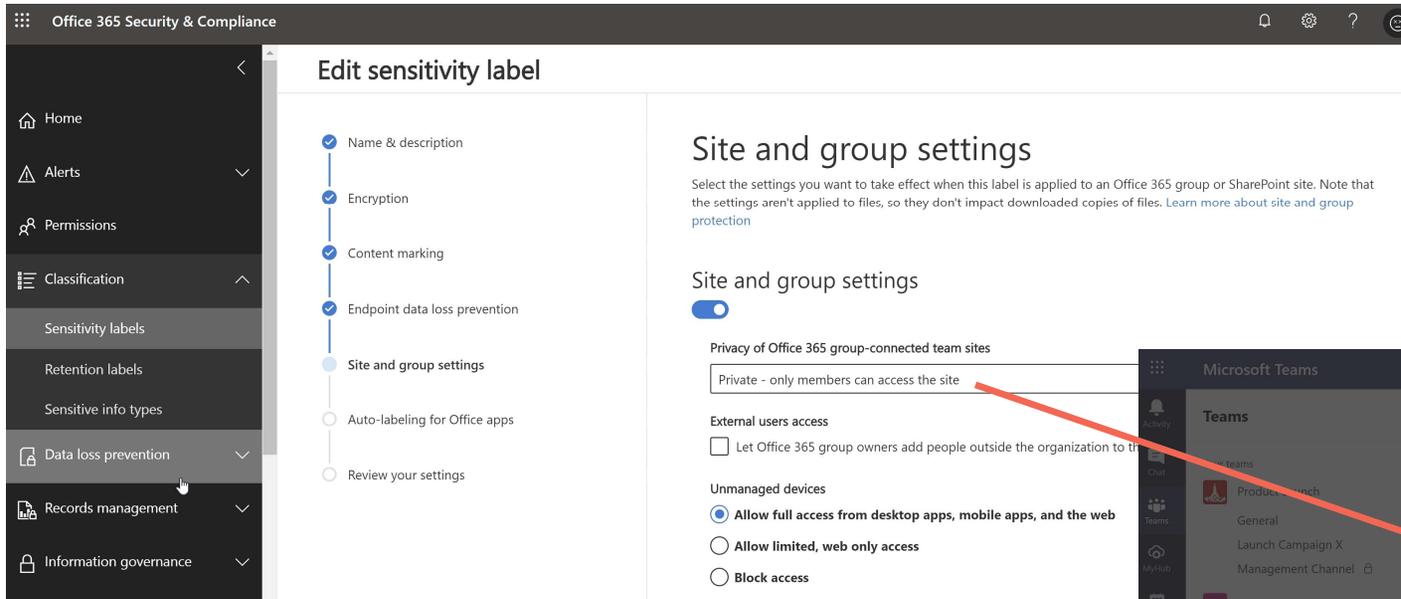
Classification

DLP



Sensitivity Labels for teams, groups and sites

Creating the Sensitivity Labels in Security and Compliance Center

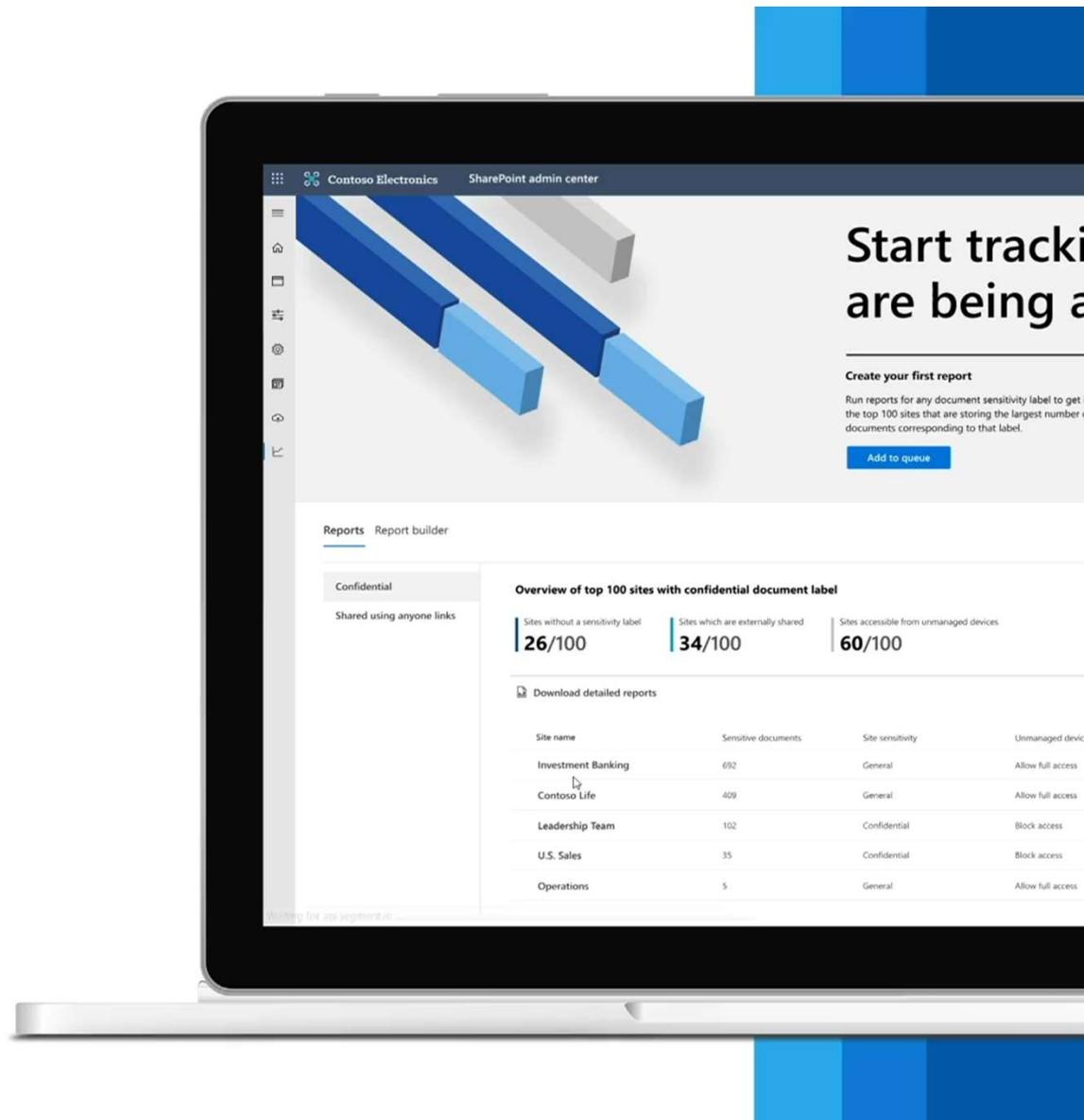


Team creation wizard

<https://docs.microsoft.com/en-us/microsoft-365/compliance/sensitivity-labels-teams-groups-sites?view=o365-worldwide#using-sensitivity-labels-for-microsoft-teams-microsoft-365-groups-and-sharepoint-sites>

Microsoft Security

Protecting sensitive information at the site or team level



Advantages of a container-focused approach



Establishing data ownership

Workspace level classification

Collaboration asset inventory

Attestation/Recertification

Automated self-service requests

End-to-end lifecycle management



What is sprawl?



Not a number...

... just more than you can effectively manage

Cutting through the noise...

Maintaining an *inventory* of your collaborative workspaces



Admins have an “inventory” of all M365 collaborative workspaces

Workspace report

Search in Workspace report | Export report | Mail all contacts | Refresh | 0 workspaces selected

Home | Management | Services | Profiles | Service templates | Settings | MyHub settings | System settings | Directory | Workspace report | Guest user report | Job monitor

Compliance status: Renewal pending

All M365 workspace types

Data owners

Phase	Name	Status	Type	URL	Policy	Primary admin	Primary Data Ow...	Secondary contact	Classification	Critical Business
✓	R&D Team Site	Deleted	Site Collection	https://avepointatsd...	SC Intranet Policy	Barriemore Barlow	Ian Anderson	Ray Hill	-	-
✓	Quarterly Conference	Archived	Microsoft Team	https://avepointatsd...	Internal Group Team...	Barriemore Barlow	Barriemore Barlow	Ian Anderson	-	No
⌚	Q2 Outing	Active	Microsoft Team	https://avepointatsd...	Guest Group Team P...	Barriemore Barlow, R...	Ray Hill	Ian Anderson	-	No
⌚	publictprivate	Active	Microsoft Team	https://avepointatsd...	-	Barriemore Barlow	-	-	-	-
✓	Public_Team_ElPaso	Deleted	Microsoft Team	https://avepointatsd...	Private Team Policy	Ray Hill; Ian Anderson	Ray Hill	Ian Anderson	-	-
✓	Public-ShoeDeal	Deleted	Microsoft Team	https://avepointatsd...	Private Team Policy	Ray Hill	Ray Hill	Ian Anderson	-	-
✓	Public-SalesWestVAT	Deleted	Microsoft Team	https://avepointatsd...	Private Team Policy	Ray Hill	Barriemore Barlow	Ray Hill	-	-
✓	PublicProductXYZ	Deleted	Microsoft Team	https://avepointatsd...	Public Short Term Te...	Ray Hill	Ray Hill	Ian Anderson	-	-
⚠	Public-PDT	Deleted	Microsoft 365 Group	https://avepointatsd...	Private Team Policy	Ian Anderson	Ian Anderson	Ray Hill	-	No
✓	Public-New Marketing	Deleted	Microsoft Team	https://avepointatsd...	Public Short Term Te...	Ian Anderson	-	Ray Hill	-	-
✓	PublicMarketingEvents	Deleted	Microsoft Team	https://avepointatsd...	Public Short Term Te...	Ray Hill	Ray Hill	Ian Anderson	-	-
⌚	Public-internal_project	Deleted	Microsoft 365 Group	https://avepointatsd...	Private Team Policy	Ray Hill	Barriemore Barlow	Ian Anderson	-	No
⌚	Public-internal_Project	Deleted	Microsoft Team	https://avepointatsd...	Private Team Policy	Ray Hill	Ray Hill	Ian Anderson	-	-
✓	Public-Internal HR Proj	Deleted	Microsoft Team	https://avepointatsd...	Public Team Policy	Ray Hill	Ray Hill	Ian Anderson	-	-
✓	PublicHRUpdates	Deleted	Microsoft Team	https://avepointatsd...	Public Team Policy	Ray Hill	Ray Hill	Ian Anderson	-	-
✓	PublicHRCommunicati	Deleted	Microsoft Team	https://avepointatsd...	Public Team Policy	Ray Hill	Ray Hill	Ian Anderson	-	-
✓	PublicGroup-Example	Deleted	Microsoft 365 Group	https://avepointatsd...	Public Team Policy	Barriemore Barlow	\$requester	\$managerofrequester	-	-

Admins have deep visibility into all built-in and organizational metadata

The screenshot displays the AvePoint Cloud Governance interface. The main area shows a 'Workspace report' table with columns for Phase, Name, Status, Type, URL, Policy, Primary admin, Primary Data Ow..., and Secondary contact. A red arrow points from the text 'Any additional Metadata' to the 'Additional Information' section of the 'Choose columns (14)' dialog box.

Phase	Name	Status	Type	URL	Policy	Primary admin	Primary Data Ow...	Secondary contact
✓	R&D Team Site	Deleted	Site Collection	https://avepointatsd...	SC Intranet Policy	Barriemore Barlow	Ian Anderson	Ray Hill
✓	Quarterly Conference	Archived	Microsoft Team	https://avepointatsd...	Internal Group Team...	Barriemore Barlow	Barriemore Barlow	Ian Anderson
⌚	Q2 Outing	Active	Microsoft Team	https://avepointatsd...	Guest Group Team P...	Barriemore Barlow; R...	Ray Hill	Ian Anderson
⌚	publictoprivate	Active	Microsoft Team	https://avepointatsd...	-	Barriemore Barlow	-	-
✓	Public-Team_ElPaso	Deleted	Microsoft Team	https://avepointatsd...	Private Team Policy	Ray Hill; Ian Anderson	Ray Hill	Ian Anderson
✓	Public-ShoeDeal	Deleted	Microsoft Team	https://avepointatsd...	Private Team Policy	Ray Hill	Ray Hill	Ian Anderson
✓	Public-SalesWestVAT	Deleted	Microsoft Team	https://avepointatsd...	Private Team Policy	Ray Hill	Barriemore Barlow	Ray Hill
✓	PublicProductXYZ	Deleted	Microsoft Team	https://avepointatsd...	Public Short Term Te...	Ray Hill	Ray Hill	Ian Anderson
⚠	Public-PDT	Deleted	Microsoft 365 Group	https://avepointatsd...	Private Team Policy	Ian Anderson	Ian Anderson	Ray Hill
✓	Public-New Marketing	Deleted	Microsoft Team	https://avepointatsd...	Public Short Term Te...	Ian Anderson	-	Ray Hill
✓	PublicMarketingEvents	Deleted	Microsoft Team	https://avepointatsd...	Public Short Term Te...	Ray Hill	Ray Hill	Ian Anderson
⌚	Public-internal_project	Deleted	Microsoft 365 Group	https://avepointatsd...	Private Team Policy	Ray Hill	Barriemore Barlow	Ian Anderson
⌚	Public-internal_Project	Deleted	Microsoft Team	https://avepointatsd...	Private Team Policy	Ray Hill	Ray Hill	Ian Anderson
✓	Public-internal HR Proj	Deleted	Microsoft Team	https://avepointatsd...	Public Team Policy	Ray Hill	Ray Hill	Ian Anderson
✓	PublicHRUpdates	Deleted	Microsoft Team	https://avepointatsd...	Public Team Policy	Ray Hill	Ray Hill	Ian Anderson
✓	PublicHRCommunicati	Deleted	Microsoft Team	https://avepointatsd...	Public Team Policy	Ray Hill	Ray Hill	Ian Anderson
✓	PublicGroupe-Example	Deleted	Microsoft 365 Group	https://avepointatsd...	Public Team Policy	Barriemore Barlow	\$requester	\$managerofrequester

Choose columns (14)

- Claim status
- Renewal profile
- Lifecycle information**
- Created time
- Lease expiration time
- Inactivity threshold time
- Active lifecycle tasks
- Phase assignee
- Renewal start time
- Renewal due date
- Next renewal date
- Last renewal time
- Additional Information**
- Access Level
- Classification
- Critical Business Application
- Customer ID
- Customer Name
- Line of Service
- Matter Approver
- Matter Number
- Migration Service
- Object Type
- Office Abbreviation
- Office Name
- Practice Area

Cancel Save

Admins can drill-down for all details of each workspace

The screenshot displays the Azure Cloud Governance interface. On the left is a navigation pane with categories like Home, Management, Services, Profiles, Service templates, Settings, MyHub settings, System settings, Directory, Workspace report, Guest user report, and Job monitor. The main area shows a 'Workspace report' table with columns for Phase, Name, Status, Type, Privacy, Policy, and Priority. The 'Q2 Outing' workspace is selected and highlighted. On the right, a 'View details: Q2 Outing' panel is open, showing tabs for 'Workspace details', 'Timeline', and 'Policy info'. The 'Workspace details' tab is active, displaying sections for 'User information', 'Advanced information', and 'Lifecycle information'.

Phase	Name	Status	Type	Privacy	Policy	Priority
✓	R&D Team Site	Deleted	Site Collection		SC Intranet Policy	Bar...
✓	Quarterly Conference	Archived	Microsoft Team	Public	Internal Group Team...	Bar...
✓	Q2 Outing	Active	Microsoft Team	Private	Guest Group Team P...	Bar...
🕒	publictoprivate	Active	Microsoft Team	Private	-	Bar...
✓	Public-Team_ElPaso	Deleted	Microsoft Team	Public	Private Team Policy	Ray...
✓	Public-ShoeDeal	Deleted	Microsoft Team	Public	Private Team Policy	Ray...
✓	Public-SalesWestVAT	Deleted	Microsoft Team	Public	Private Team Policy	Ray...
✓	PublicProductXYZ	Deleted	Microsoft Team	Private	Public Short Term Te...	Ray...
⚠️	Public-PDT	Deleted	Microsoft 365 Group	Public	Private Team Policy	Ian...
✓	Public-New Marketing	Deleted	Microsoft Team	Public	Public Short Term Te...	Ian...
✓	PublicMarketingEvents	Deleted	Microsoft Team	Private	Public Short Term Te...	Ray...
🕒	Public-internal_project	Deleted	Microsoft 365 Group	Public	Private Team Policy	Ray...
🕒	Public-internal_Project	Deleted	Microsoft Team	Public	Private Team Policy	Ray...
✓	Public-Internal HR Proj	Deleted	Microsoft Team	Private	Public Team Policy	Ray...
✓	PublicHRUpdates	Deleted	Microsoft Team	Public	Public Team Policy	Ray...
✓	PublicHRCommunicati	Deleted	Microsoft Team	Private	Public Team Policy	Ray...
✓	PublicGroupe-Example	Deleted	Microsoft 365 Group	Private	Public Team Policy	Bar...

View details: Q2 Outing

Workspace details | Timeline | Policy info

User information

- Group/Team owners: Barriemore Barlow, Ray Hill
- Primary Data Owner: Ray Hill
- Secondary contact: Ian Anderson

Advanced information

Hub

- Geo location: N/A
- Storage limit (GB): 25600
- Storage used (GB): 0.046
- External sharing for site: New and existing external users
- External sharing for group/team: On
- Classification: Claimed
- Renewal profile: Team Renewal

Lifecycle information

Admins can drill-down for all details of each workspace

The screenshot displays the Azure Cloud Governance interface. On the left, a navigation pane includes sections for Home, Management (Services, Profiles, Service templates), Settings (MyHub settings, System settings), Directory, Workspace report (selected), and Job monitor. The main area shows a 'Workspace report' table with columns for Phase, Name, Status, Type, Privacy, Policy, and Priority. The 'Q2 Outing' workspace is highlighted. On the right, a 'View details: Q2 Outing' pane is open, showing tabs for 'Workspace details', 'Timeline', and 'Policy info'. The 'Timeline' tab is active, displaying a vertical list of events from 2021 to 2024, including renewal task assignments to Ian Anderson, Ray Hill, and Primary/Secondary team contacts, as well as manual triggers and process starts.

Phase	Name	Status	Type	Privacy	Policy	Priority
✓	R&D Team Site	Deleted	Site Collection		SC Intranet Policy	Bar...
✓	Quarterly Conference	Archived	Microsoft Team	Public	Internal Group Team...	Bar...
✓	Q2 Outing	Active	Microsoft Team	Private	Guest Group Team P...	Bar...
🕒	publictprivate	Active	Microsoft Team	Private	-	Bar...
✓	Public-Team_EIPaso	Deleted	Microsoft Team	Public	Private Team Policy	Ray...
✓	Public-ShoeDeal	Deleted	Microsoft Team	Public	Private Team Policy	Ray...
✓	Public-SalesWestVAT	Deleted	Microsoft Team	Public	Private Team Policy	Ray...
✓	PublicProductXYZ	Deleted	Microsoft Team	Private	Public Short Term Te...	Ray...
⚠️	Public-PDT	Deleted	Microsoft 365 Group	Public	Private Team Policy	Ian...
✓	Public-New Marketing	Deleted	Microsoft Team	Public	Public Short Term Te...	Ian...
✓	PublicMarketingEvents	Deleted	Microsoft Team	Private	Public Short Term Te...	Ray...
🕒	Public-internal_project	Deleted	Microsoft 365 Group	Public	Private Team Policy	Ray...
🕒	Public-internal_Project	Deleted	Microsoft Team	Public	Private Team Policy	Ray...
✓	Public-Internal HR Proj	Deleted	Microsoft Team	Private	Public Team Policy	Ray...
✓	PublicHRUpdates	Deleted	Microsoft Team	Public	Public Team Policy	Ray...
✓	PublicHRCommunicati	Deleted	Microsoft Team	Private	Public Team Policy	Ray...
✓	PublicGroupe-Example	Deleted	Microsoft 365 Group	Private	Public Team Policy	Bar...

View details: Q2 Outing

Workspace details | **Timeline** | Policy info

Action type All | Action within 1 year

- 2024-04-01**
Next renewal: 2024-04-01 11:48:44
- 2021-08-31**
Renewal task will be assigned to: **Ian Anderson**
- 2021-08-31**
Due date
- 2021-07-13**
Renewal task will be assigned to: **Primary team contact**
- 2021-05-25**
Renewal task will be assigned to: **Secondary team contact**
- 2021-04-06 (Today)**
Renewal task is pending to be completed by **Ray Hill**,
- 2021-04-06 11:50:54**
Renewal task was assigned to: **Ray Hill**
- 2021-04-06 11:48:45**
Renewal process started.
- 2021-04-06 11:48:43**
Renewal process was manually triggered by **Ian Anderson**.
- 2021-04-06 11:47:19**
Renewal process started.
- 2021-04-06 11:47:17**
Renewal process was manually triggered by **Ian Anderson**.
- 2021-04-06 11:44:54**
Renewal process started.
- 2021-04-06 11:44:53**

Admins can drill-down for all details of each workspace

The screenshot displays the Microsoft Cloud Governance Center interface. On the left, a navigation pane includes sections for Home, Management (Services, Profiles, Service templates), Settings (MyHub settings, System settings), Directory (Workspace report, Guest user report), and Job monitor. The main area shows a 'Workspace report' table with columns for Phase, Name, Status, Type, Privacy, and Policy. The 'Q2 Outing' workspace is selected and highlighted.

Phase	Name	Status	Type	Privacy	Policy
✓	R&D Team Site	Deleted	Site Collection		SC Intranet Policy
✓	Quarterly Conference	Archived	Microsoft Team	Public	Internal Group Team...
✓	Q2 Outing	Active	Microsoft Team	Private	Guest Group Team P...
🕒	publictoprivate	Active	Microsoft Team	Private	-
✓	Public-Team_ElPaso	Deleted	Microsoft Team	Public	Private Team Policy
✓	Public-ShoeDeal	Deleted	Microsoft Team	Public	Private Team Policy
✓	Public-SalesWestVAT	Deleted	Microsoft Team	Public	Private Team Policy
✓	PublicProductXYZ	Deleted	Microsoft Team	Private	Public Short Term Te...
⚠️	Public-PDT	Deleted	Microsoft 365 Group	Public	Private Team Policy
✓	Public-New Marketing	Deleted	Microsoft Team	Public	Public Short Term Te...
✓	PublicMarketingEvents	Deleted	Microsoft Team	Private	Public Short Term Te...
🕒	Public-internal_project	Deleted	Microsoft 365 Group	Public	Private Team Policy
🕒	Public-internal_Project	Deleted	Microsoft Team	Public	Private Team Policy
✓	Public-Internal HR Proj	Deleted	Microsoft Team	Private	Public Team Policy
✓	PublicHRUpdates	Deleted	Microsoft Team	Public	Public Team Policy
✓	PublicHRCommunicati	Deleted	Microsoft Team	Private	Public Team Policy
✓	PublicGroupe-Example	Deleted	Microsoft 365 Group	Private	Public Team Policy

The right-hand pane shows the 'View details: Q2 Outing' window with three tabs: 'Workspace details', 'Timeline', and 'Policy info'. The 'Policy info' tab is active, displaying a list of permissions and settings for the workspace, such as 'Allow users to share the group team site content with people outside the organization' and 'Allow members to share the site and individual files and folders'. Below the policy list are sections for 'Group/Team lifecycle management', 'Group/Team inactivity threshold management', and 'Group/Team lease management'.

EXAMPLE

“Policies” are defined and mapped to users, divisions, or purpose

	ITAR/EAR Protected Workspace	General Purpose Workspace	CAS Protected Workspace
Team Owner	Service Account	Business User	Service Account
EXPIRATION/ RETENTION	3 Months after last accessed	3 Months after last accessed	12 Months after last accessed
MEMBER SHARING SETTINGS	Not Allowed	Allowed	Not Allowed
RECERTIFY ACCESS	after 3 Months	after 6 Months	after 12 Months

How do you get there from here?

Managed provisioning or import of collaborative workspaces



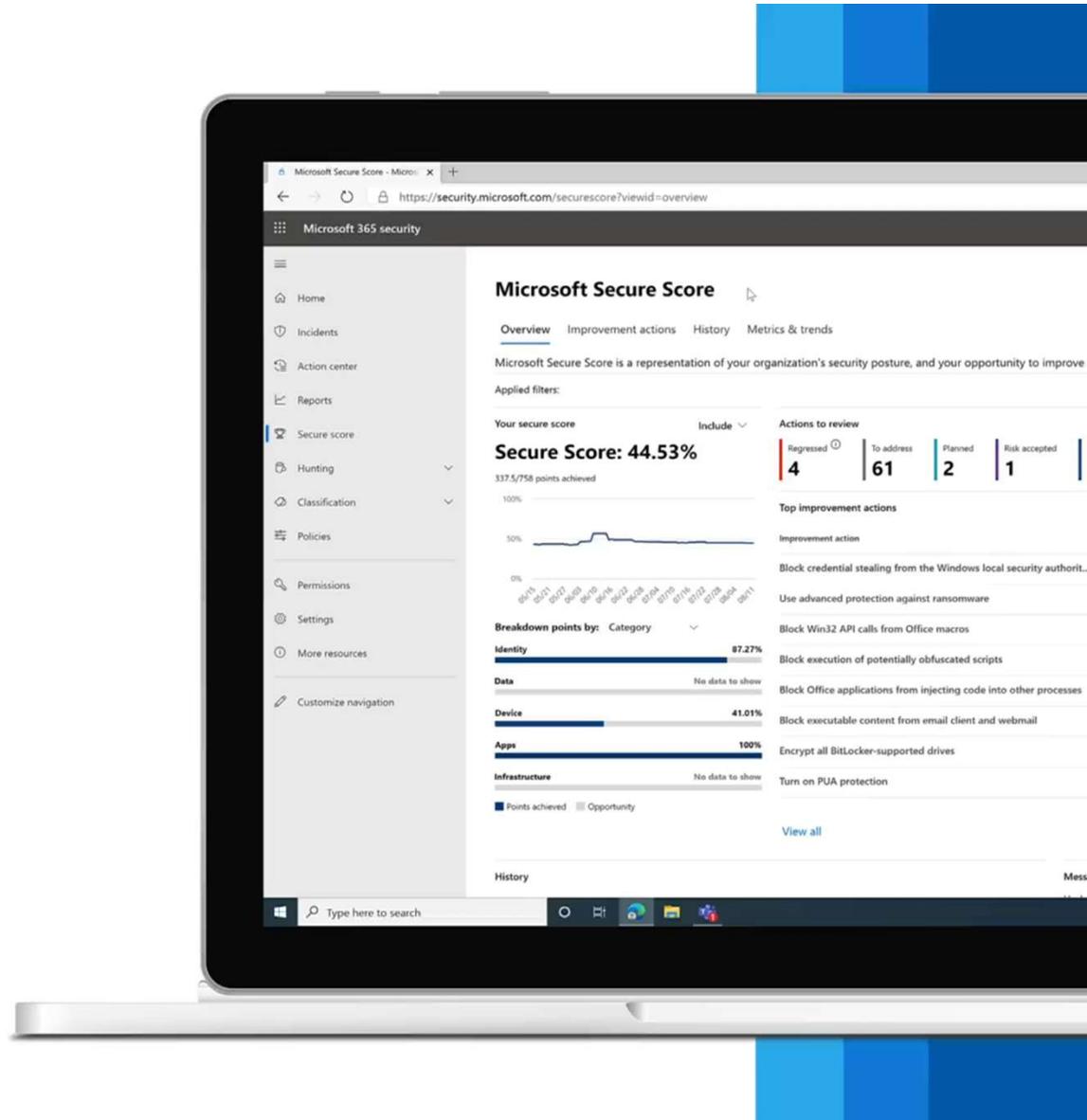
How do you keep this information current over time?

Periodic review and confirmation of permissions, access, ownership and key governance attributes



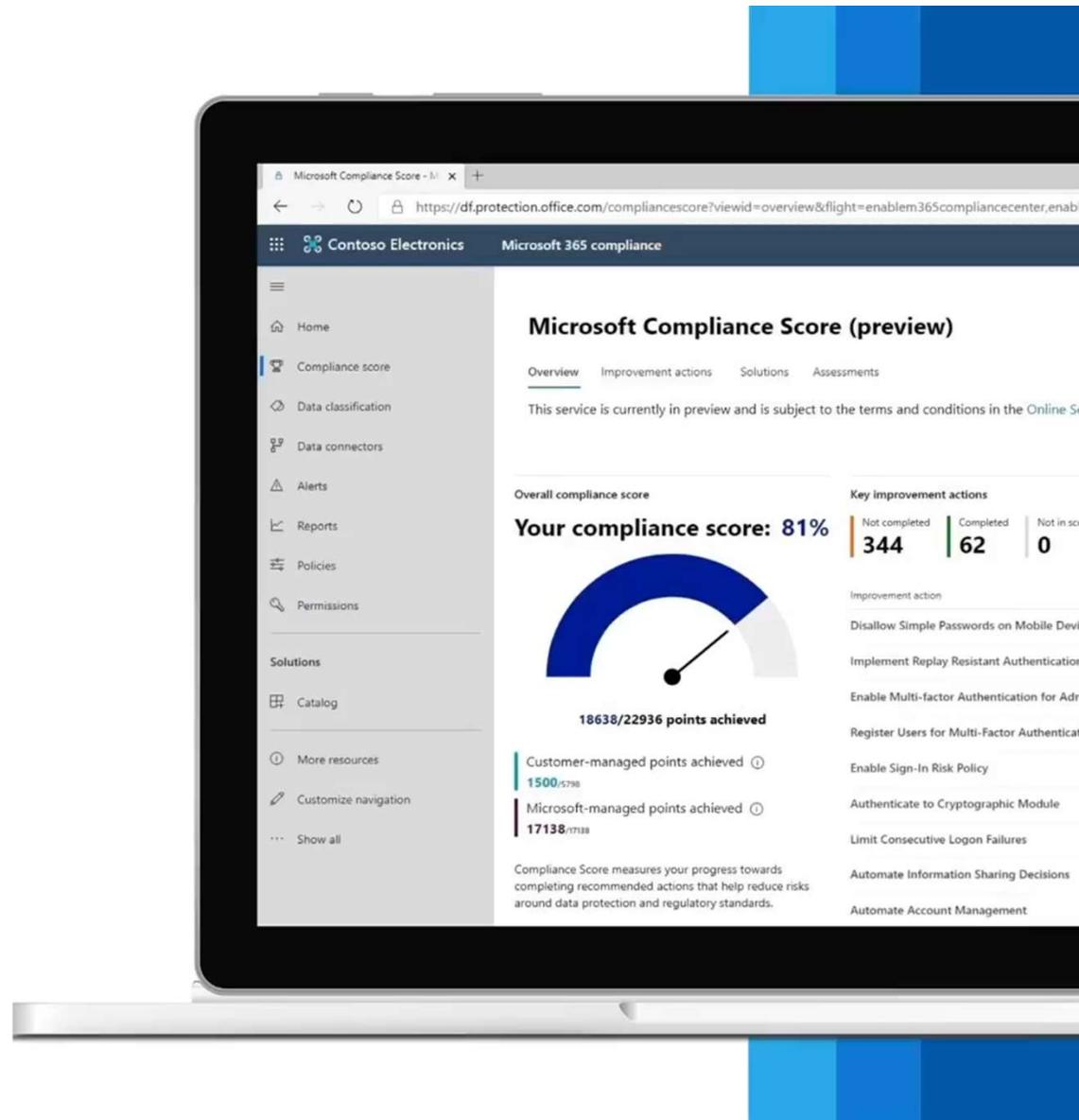
Microsoft Secure Score

Strengthen your security posture



Microsoft 365 Security

Compliance Score





Licensing: Greatest Hits from Microsoft



Breakdown of basic & advanced use cases by SKU

Quick reference:

Manual = E3

Automated = E5

Microsoft 365 licensing guidance for security & compliance

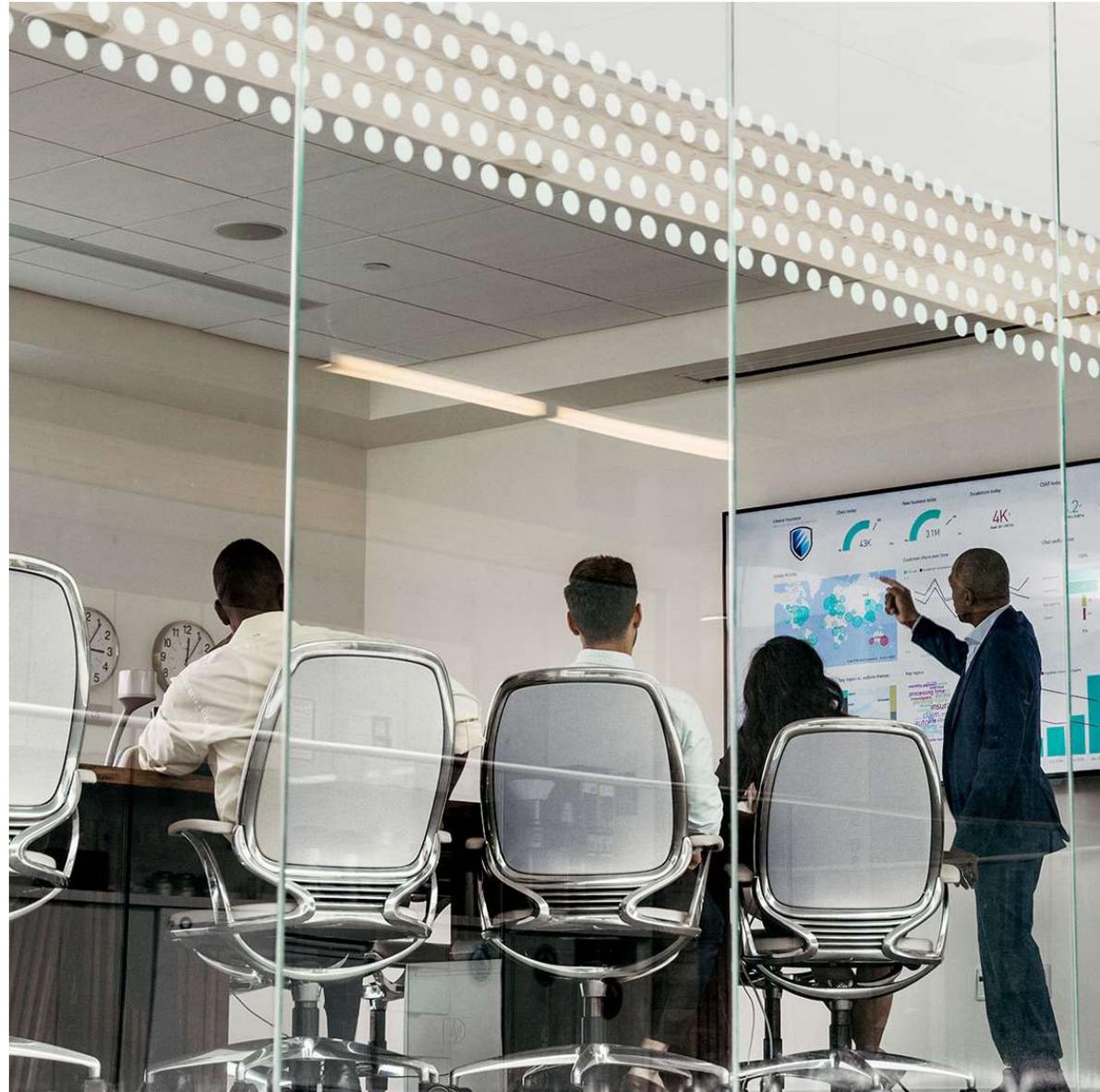
Microsoft 365 licensing guidance for security & compliance

Plan for Microsoft 365 compliance - DoD deployments

Plan for Microsoft 365 compliance - GCC High

Plan for Microsoft 365 compliance - GCC

<https://docs.microsoft.com/en-us/office365/servicedescriptions/microsoft-365-service-descriptions/microsoft-365-tenantlevel-services-licensing-guidance/microsoft-365-security-compliance-licensing-guidance>





Licensing: The Master Class



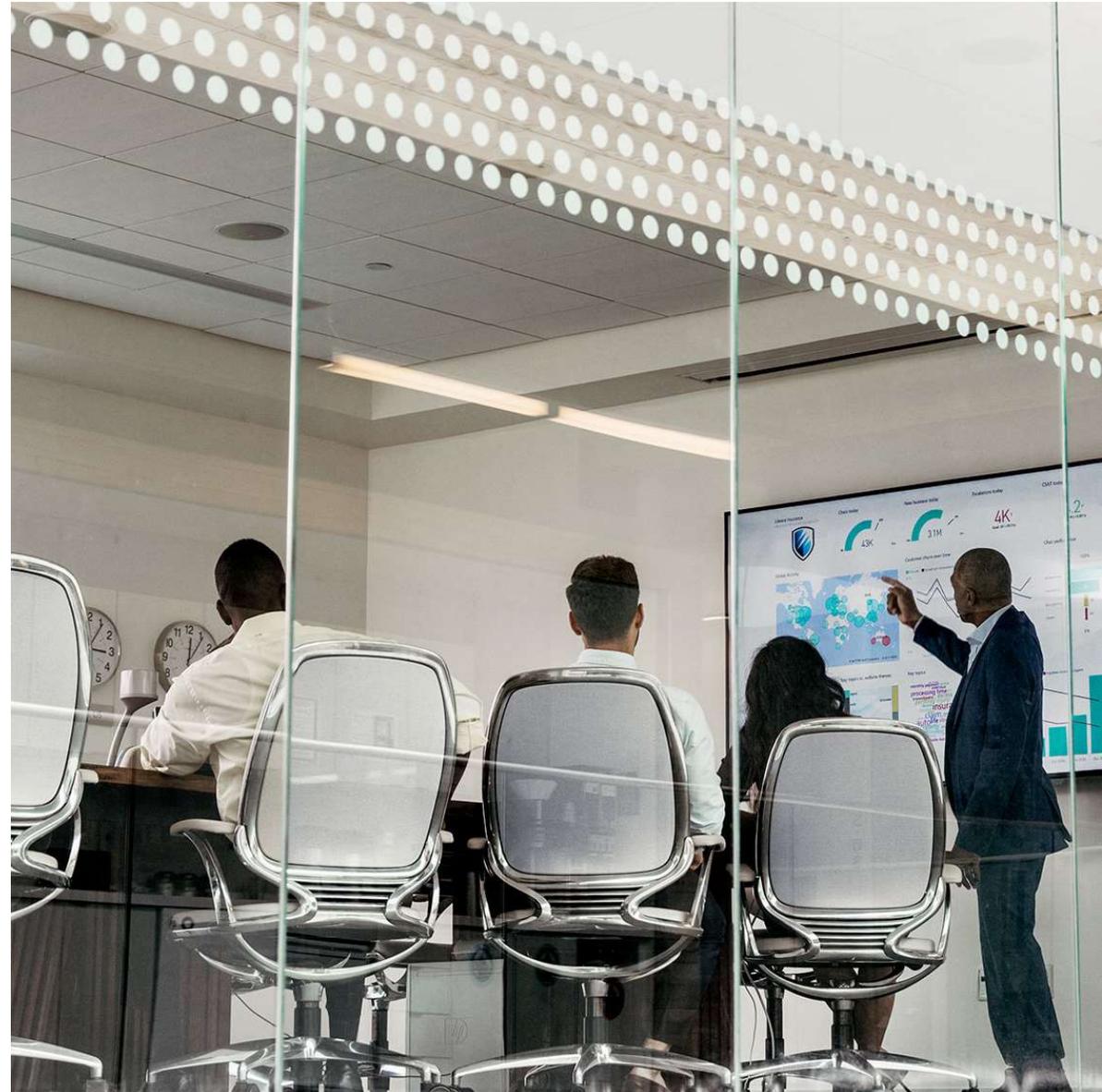
“How much does it cost to do that specific thing? Is there an add-on instead?”

Microsoft 365 Compliance Licensing Comparison

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Note: A dot (•) indicates that the rights to benefit from the feature are specifically covered through the license. Microsoft 365 E5 Compliance, Microsoft 365 E5 Information Protection and Governance, Microsoft 365 E5 Insider Risk Management, and Microsoft 365 E5 Discovery and Audit are supplemental (add-on) licenses that have pre-require license requirements and convey only the rights to benefit from advanced (E5) features only, and not the rights to benefit from underlying features (e.g. Microsoft 365 E3 features), which must be licensed separately.

Solution	Feature	Office 365 E5	Office 365 E3
Apply sensitivity labels manually in Microsoft 365 Apps (Office 365 ProPlus/business client apps) using built-in labeling		•	•
Apply sensitivity labels manually in Microsoft 365 Apps (Office 365 ProPlus/business client apps) on Windows using AIP app in		•	•
Apply sensitivity labels manually in Office for the Web and Office Mobile		•	•
Apply sensitivity labels manually for SharePoint sites, Teams, and Microsoft 365 Groups		•	•
Apply and store sensitivity labels in Power BI, and protect data when it is exported to Excel, PowerPoint or PDF		•	•
Apply sensitivity labels manually to data in 3rd party clouds		•	•



<https://docs.microsoft.com/en-us/office365/servicedescriptions/downloads/microsoft-365-compliance-licensing-comparison.xlsx>

What are the Microsoft Licensing Requirements for all of this?

The screenshot shows a Microsoft documentation page. At the top, there is a navigation bar with the Microsoft logo, 'Docs', 'Documentation', 'Learn', 'Q&A', and 'Code Samples'. A search bar and a 'Sign in' link are on the right. Below the navigation bar, the breadcrumb trail reads: 'Office 365 / Microsoft 365 and Office 365 service descriptions / Microsoft 365 service descriptions / Microsoft 365 guidance for security & compliance'. On the right side of the breadcrumb, there are icons for 'Save', 'Feedback', and 'Share'. On the left side, there is a 'Filter by title' dropdown menu with a search icon. The menu is expanded to show a list of items under 'Microsoft 365 guidance for security & compliance', with the current article selected. Below the menu is a 'Download PDF' button. The main content area features the article title 'Microsoft 365 guidance for security & compliance' in a large, bold font. Below the title, it shows the date '09/28/2021', the reading time '40 minutes to read', and a row of user avatars followed by '+12'. The article text states: 'For the purposes of this article, a tenant-level service is an online service that—when purchased for any user in the tenant (standalone or as part of Office 365 or Microsoft 365 plans)—is activated in part or in full for all users in the tenant. Although some unlicensed users may technically be able to access the service, a license is required for any user that you intend to benefit from the service.' Below the text is a purple 'Note' box with a warning icon, containing the text: 'Some tenant services are not currently capable of limiting benefits to specific users. Efforts should be taken to limit the service benefits to licensed users. This will help avoid potential service disruption to your organization once targeting capabilities are available.' Below the note, there is a paragraph: 'To see the options for licensing your users to benefit from Microsoft 365 compliance features, download the [Microsoft 365 Comparison table](#).' Below this paragraph is the section title 'Advanced Audit'. On the right side of the page, there is a 'Feedback' section with 'Yes' and 'No' buttons, and an 'In this article' section with a list of links: 'Advanced Audit', 'Azure Active Directory Identity Protection', 'Azure Active Directory Identity Governance', 'Communication Compliance', 'Compliance Manager', 'Customer Key for Microsoft 365', 'Data Connectors', and 'Data classification analytics: Overview Content & Activity Explorer'. At the bottom of the page, there is a URL: <https://query.prod.cms.rt.microsoft.com/cms/api/am/binary/RW1f1n>. In the bottom right corner, there is a red logo consisting of a stylized human figure.

<https://query.prod.cms.rt.microsoft.com/cms/api/am/binary/RW1f1n>



Next Steps!

Resources to dig in deeper on today's topics...

See Policies and Insights in action!
How to videos available here...

<https://youtu.be/kgbnQvl-sFc>



Whitepaper:
Implementing a Best Practice Approach to Risk-Based Data Protection and Cybersecurity

<https://www.avepoint.com/resources/whitepaper-form/4429>



White papers

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